

SALARIED EXEMPT POSITION DESCRIPTION

Employee Name:	Title: Sr. EHS Specialist - Factory (438 Hay Points)
Department: EHS	Location:
Date:	Time in Position:

A. MAJOR RESPONSIBILITIES

<p>Key Result Areas. The major activities that declare a business need for the existence of the position. Normally 4 - 6 short statements summarizing the broad responsibilities of this position.</p>
<ul style="list-style-type: none"> - Provide leadership and direction to ensure the successful delivery, implementation, administration and refinement of both regional and site Environmental Health and Safety (EHS) policies, procedures and best management practices. - Oversee all EHS activities within the operational context and guide operations towards the achievement of compliance with national, customer, and company EHS standards and best management practices. Ensure that plans are consistent with overall Joy Global EHS strategies and corporate mandates. - Assist management in the leadership, development and coordination of EHS representatives; set and communicate goals, strategic direction and priorities to ensure success. - Interface with and influence operations to ensure the proper analysis, documentation, communication, and implementation of corrective actions items for all incidents of loss (i.e., injury, illnesses, liability, property and near miss). When necessary assume the leadership role in the investigation of serious or otherwise significant incidents of loss. - Collect, record, analyze and communicate key performance metrics on a regular basis (i.e., daily, monthly, quarterly and annually) to effectively facilitate the advancement of the organization's EHS initiatives. - Guide Operation pollution prevention and waste minimization efforts in reducing the overall cost in facility waste management.

B. PREDOMINANT TASKS

<p>The primary tasks necessary to complete / impact the associated Major Responsibilities. How the majority of your time is spent. Most jobs will require from 6 to 15 tasks. Include both those tasks which are performed on a frequent, almost daily basis; Example: "Negotiate parts, prices and delivery schedules with vendors." Also those which may be performed less frequently but are still an important part of the job; Example: "Prepare annual department budget for incorporation into the Company's formal Profit Plan."</p>
<ul style="list-style-type: none"> - Lead by demonstrating the required behaviors, attitudes and mindset to further develop the Joy Global EHS culture. - Oversee the implementation of Joy Global EHS initiatives and act as a change agent regarding integration into the core business processes. - Provide the necessary resources, technical guidance, education, coaching, counseling and mentoring to assist managers, supervisors and employees in the understanding and application of Joy Global EHS requirements. - Interface with operations personnel to ensure the proper analysis, identification, documentation, communication, and implementation of corrective actions items for all incidents of loss (i.e., injury, illnesses, liability, property and near miss). Assist operations with investigations related to major injuries and other incidents of loss. - Monitor all Injury and Illness incidents and assist with the organizations Worker's Compensation management efforts to effectively reduce costs and other associated negative outcomes (recordability, restricted and/or lost workday classifications), while demonstrating an unwavering commitment to continuous improvement. - Champion the organizations EHS Policies and Principles

- Lead program and site internal audits, provide instruction and assistance to operations and EHS personnel on issues identification, implementation of corrective actions, and documentation of issue closure.
- Support corporate monitoring, record keeping and reporting initiatives to effectively demonstrate compliance with external regulatory requirements and company best practices.
- Ensure environmental compliance with solid and hazardous waste, air emissions, and water quality regulatory requirements, and drive pollution prevention initiatives that help reduce operating costs.
- Participate in the departmental budgeting and planning process. Manage the budget for all areas of responsibility as determined by the Regional Manager.

C. DIMENSIONS

Please list and identify the dollar amounts – either budgets, costs, payrolls, purchases, sales or savings on which this position impacts. Show annualized dollar amounts. You may list more than one amount.

Include limits of authority on matters of expenditures, changing policies, implementing plans.

- Workers' Compensation Cost Containment; Indirect WCB future premium cost savings - up to 25% of annual premium.
- Improved Compliance with Customer EHS initiatives and Best Management Practices.
- Mitigate regulatory fines (OSHA, COHS, EPA): costs associated with regulatory fines and liabilities.
- Waste minimization and pollution prevention cost reductions.

D. ORGANIZATION

1. Title of your immediate Supervisor:		
2. List the titles of employees reporting directly to you: None		
3. Total number of employees under your supervision, either directly reporting or reporting through your subordinates:		
Exempt:	Non-Exempt Salary:	Hourly:

E. Typical Work Environment

This section describes the Environment, Climate, and Context of Position. Note information that helps “set the scene” for the reader to understand the “atmosphere” in which a position functions.
- This position functions within the EHS Group and is responsible for some 3 USA locations of approximately (insert headcount) union and non-union employees. Travel to operations locations is required in performing tasks. Position is one of high visibility among corporate and site managers, employees and union representatives. Solid management/employee relations' skills a key element along with the ability to interface with all levels of corporate and site management.
- This position works from an office setting 30% of the time, in a shop or warehouse setting 70% of the time.
- Overnight travel, while not typical for this position, will include occasional trips to the United States for training purposes.
- Position is one of high visibility among divisional, regional and site management, as well as with all craft employee levels and requires solid management and employee relation skills that range from entry level employee to senior level executive. This position will also have visibility with customers and government entities such as COHS, OSHA, EPA, etc.
ADDITIONALLY:
A. List the confidential information you deal with:
- Financial costs; official company records and minutes; company EHS policies and procedures; company plans, design and procedure manuals; HR records – training - personnel – medical / health related to EHS; WC claims management; Drug & Alcohol Substance Abuse Records; EHS audit records – reports- inspections; confidential organizational information; Legal Information; Incident Reviews and Records, Industrial and Environmental Monitoring results / reports.

B. List any office or related machinery you operate and approximate amount of time spent on operation.
- Computer, scanner, photocopier, phone/fax, camera, sampling and monitoring equipment, others devices pursuant to the effective management of the company's EHS initiatives.
C. Note any physical, disagreeable working conditions encountered in performing your job.
- Frequent entry into hazardous areas where specialized training, PPE or other equipment is necessary.
D. Percentage of Travel:
- Overnight travel (25%)

F. Relationships

Comment on the overall complexities of the position by incorporating such information as nature and extent of incumbent's contacts inside and outside of the organization.		
Position	Purpose	Frequency
Operations Manager	EHS Issues	Daily to Weekly
Sr. Manager EHS – Americas North	EHS Issues	Daily to Weekly
Operations Management & Supervision	EHS Programs, Procedures, Incident Analysis, Training, Etc.	Daily to Weekly
Federal Regulatory Agencies	EHS and WC Program Compliance	As Needed
EHS Consultants	EHS Projects and programs	As Needed
Other Stakeholders and Divisional EHS Counterparts	Review of EHS, and WC information, requirements to support implementation and planning	Quarterly or as Otherwise Needed
Human Resources	Employment Practices	As Needed

G. BACKGROUND

Describe the <u>minimum</u> combination of Education, Training, Work Experience, and Skills of Functional Exposure, which would be considered necessary to perform this job in a competent manner, not necessarily your own personal background.
- A B.S. degree in Safety, Health and Environmental Management or related field.
- 5 to 7 years practical EHS experience in the heavy industrial and manufacturing sectors with increasing roles and responsibilities. Mining experience helpful but not required.
- A Certified Safety Professional (CSP) Canadian Registered Safety Professional designation (CRSP) or Certified Mine Safety Professional (CMSP) designation is desirable.
- Comprehensive understanding of all Federal / National, State / Provincial, OH&S regulations and standards as they relate to General Industry and Mining operations (OSHA, MSHA, DOT, EPA, DNR, etc).
- OSHA 500 Train the Trainer or a broad knowledge and additional training expertise in DOT, EPA, DNR, Hazardous Communication, Workplace Hazardous Materials Information System (WHMIS), Transportation of Dangerous Goods, Confined Space, Fall Protection, Respiratory Protection, Hoisting and Rigging/Crane Operator Safety Training, Aerial Work Platform, and behavioral based safety management are desired.
- Knowledge of Workers' Compensation Claims Management and best management practices.
- Capability to maintain multiple accountabilities and relationships.
- Strong interpersonal, leadership and communication skills.
- Considerable ability to plan and prioritize EHS initiatives and work with others to execute strategic priorities
- Strong capability to lead organization through change and ability to lead multiple projects
- Proficient computer skills

Signed: _____
Employee

Approved: _____

Date: _____

Date: _____