



<b>JOB TITLE:</b>	Environmental, Health & Safety Manager (EHSM)
<b>DEPARTMENT:</b>	Health and Safety
<b>REPORTS TO (Title):</b>	VP of Operations
<b><u>JOB SUMMARY</u></b>	
<p>The Environmental, Health, and Safety Manager (EHSM) is responsible for the environmental, health and safety program at the PA Options for Wellness growing and processing facility. The EHSM will be responsible for all aspects of safety for the company, including developing and implementing safety policies, conducting safety audits, investigating accidents, and training employees along with providing the necessary safety programs, systems, and procedures. Importantly, this role will be essential in creating a culture of safety across the PA Options for Wellness growing and processing facility.</p> <p>This position is considered a safety sensitive position. Additionally, it is an essential position to provide safety services for PA Options for Wellness.</p>	
<b><u>LISTING OF DUTIES AND RESPONSIBILITIES</u></b>	
<p><u>Essential duties and responsibilities</u></p> <ul style="list-style-type: none"> <li>• Direct the design and implementation of environmental, safety, and industrial health (EHS) programs that achieve and maintain compliance and minimize the risk of injury and illness.</li> <li>• Develop, review, implement, and maintain environmental, health, and safety standard operating procedures (SOPs) and Emergency Operations Plans for the grow/process facility.</li> <li>• Stay updated on local, state, and federal cannabis safety regulations and always ensure compliance.</li> <li>• Conduct regular safety audits and inspections of the growing and process facility, identifying potential hazards and ensuring corrective actions are taken.</li> <li>• Supervise and provide guidance and development of EHS staff.</li> <li>• Training: Identify, develop, and facilitate impactful health and safety training on various topics and oversee consistent documentation of training completion for employees.</li> <li>• Safety Audits: Conduct safety audits at the growing and processing facility to proactively identify potential risks and recommend corrective actions.</li> <li>• Investigations: Complete safety investigations and job hazard analyses in response to incidents.</li> <li>• Policies and Procedures: Assist in the development and maintenance of SOPs pertaining to health and safety.</li> <li>• Compliance: Support compliance with all federal, state, and local laws and regulations. <ul style="list-style-type: none"> <li>○ Maintain OSHA logs</li> <li>○ Stay abreast of OSHA requirements</li> <li>○ Act as site liaison for OSHA, including responding to OSHA requests and audits</li> <li>○ Maintain hazardous waste disposal program</li> <li>○ Maintain employee records involving health and safety</li> <li>○ Ensure that material safety data sheets are maintained and readily accessible</li> <li>○ Maintain and submit records related to Department of Environmental Protection</li> </ul> </li> <li>• Safety Culture: Drive a culture of safety awareness through continual monitoring of working conditions and engagement with employees across functions.</li> <li>• Support operational planning for special events and/or emergency incidents.</li> <li>• Ensure strict compliance with the Medical Marijuana Act and any/all regulations.</li> </ul> <p><u>Non-essential duties and responsibilities</u></p> <ul style="list-style-type: none"> <li>• Support the compliance/quality assurance program for the grow/process facility.</li> <li>• Perform other duties as assigned.</li> </ul>	
<b><u>EDUCATION /WORK EXPERIENCE /KNOWLEDGE /SKILLS</u></b> <i>(Required for the job, and not the employee's skills/experience)</i>	
<b>EDUCATION /CERTIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in environmental, health and safety, or a similar field of study plus 5 years applicable environmental, health and safety leadership experience.</li> <li>• Certified Safety Professional</li> <li>• OSHA 30 certified.</li> <li>• Master's degree in environmental, Health and Safety, or a similar field of study is preferred.</li> </ul>

<b>MINIMUM YEARS OF WORK EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• 5+ years of applicable environmental, health, and safety experience.</li> </ul>
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Advanced organization and communication, both verbal and written, skills.</li> <li>• Demonstrated working knowledge of management principles and practices.</li> <li>• Advanced critical thinking skills to evaluate and respond to ever evolving situations.</li> <li>• Demonstrated knowledge of environmental protection rules and regulations.</li> <li>• In-depth knowledge of OSHA principles.</li> <li>• Ability to operate in, manage, and lead during a crisis event.</li> <li>• Demonstrated ability to operate in a team as well as individual environment.</li> <li>• Demonstrated ability to lead and influence without direct authority.</li> <li>• Prior experience with training, including management and administration of programs.</li> </ul>
<b>OTHER:</b>	<ul style="list-style-type: none"> <li>• At least 18 years of age.</li> <li>• No felony convictions.</li> <li>• Maintain a drug and alcohol-free work environment.</li> <li>• Comply with confidentiality and nondisclosure agreements.</li> <li>• Must pass extensive background security check.</li> </ul>

**LIST PHYSICAL REQUIREMENTS OF THE JOB**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is required to walk; use hands and fingers to operate, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*THE ABOVE-DESCRIBED JOB DUTIES ARE MERELY A FRAMEWORK WITHIN WHICH WORK WILL USUALLY BE ASSIGNED TO JOB INCUMBENTS. THIS DESCRIPTION DOES NOT AND SHOULD NOT BE CONSTRUED TO NECESSARILY LIMIT WORK ASSIGNMENTS THAT MAY BE MADE FROM TIME TO TIME, NOR DOES IT IDENTIFY ALL WORK THAT IS TO BE DONE.*