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| Job Title: Environmental Health and Safety Leader |
| Department: Office                                |
| Revision Date: 07/31/2018                         |

## Position Overview

Texas Frac holds safety to the highest regard, making it our top priority in our operation. As we function in a heavily regulated industry, the key responsibilities of this position are personnel safety and environmental compliance, managing and implementing all mine safety and environmental compliance programs, staying current with regulation, educating employees, assuring proper procedures and policies are followed, and dedicating much effort to the execution of training, preventative measures, and continuous improvement. Thorough documentation and communication are crucial. This position reports to the Plant Manager.

## Position Responsibilities

These key duties may include, but are not limited to:

- Create programs to address workplace safety that could affect the health and well-being of employees and the overall community
- Create and regulate a system for complying with environmental regulations
- Create and implement safety regulation training programs; execute via classroom sessions and safety meetings; documentation and reporting on progress and employee coaching
- Encourage and engage all employees to sustain a culture of safety and achieve zero injuries
- Conduct safety audits, general inspections, work place inspections and reviews on a regular basis for effectiveness and compliance; document findings, corrections, and follow-up actions and results
- Enforce and document safety occurrences/hazards in an effort to promote a positive safety culture.
- Accompany insurance, federal, state and local agencies on property inspections; assist with reporting, documentation, and resulting recommendations
- Provide knowledge and guidance on MSHA laws so as to meet or exceed their compliance standards
- Prepare mine safety reports; gather information on a daily, weekly, monthly, or quarterly basis, as required
- Maintain clear and concise records for safety and environmental compliance
- Conduct accident investigations by reviewing causes, providing resolutions, and performing any necessary follow-up; work with employees and management as needed for resolve
- Collect and submit monthly, quarterly and annual environmental reports to the appropriate agencies
- Attend local safety council and environmental meetings
- Submit safety updates, education, and reports to the marketing department for distribution
- Other projects and duties as assigned

## Qualifications

- Bachelor's Degree, preferably in Safety Management, Occupational Health, or a minimum of two years working experience in safety management or related field, preferably in a mining environment
- MSHA experience, with OSHA and DOT experience a strong plus
- First aid and emergency action experience
- Basic knowledge of Microsoft Word, PowerPoint, and Excel

### **Addition Requirements**

- Team-oriented, an effective communicator (verbal and written), able to offer technical expertise and guidance, and have the ability and willingness to build rapport with team members and external agencies.
- Ability to manage multiple tasks and set priorities appropriately
- Understanding that our company functions as a cohesive operation, and often employees serve in many roles and various functions or capacities.

\* The above list is not all-inclusive of duties and/or requirements. You will be expected to perform various tasks as required by the company, customer, or external agency. As business objectives change so too may the required job duties.