



Job Title: EHS Manager/Quality Specialist

Location: Fort Benton, MT

Position Description:

The Environmental Health and Safety Manager (EHS Manager) will implement and manage policies, procedures, and programs to ensure a safe and healthy work environment while ensuring compliance with government safety regulations and industry standards. He/she will engage leaders and employees in a way that improves plant performance by promoting a safety-first culture, reducing the risk of safety incidents thru training and sound work practices, and providing tools and systems that deliver improved safety performance. This role will also have overlapping responsibilities on the food safety side of the business to ensure adherence to FDA and GFSI level standards.

Primary Functions and Essential Responsibilities:

- Assists in planning, directing, and coordinating EHS compliance activities through functional teams, and with direction of IND HEMP's Chief Risk Officer.
- Manages, directs, coaches, leads, and motivates plant personnel to achieve IND HEMP's EHS goals and objectives in a timely and safe manner, while continuously striving to improve safety skills & awareness.
- Assists in the development and implementation of site-specific Environmental, Health and Safety programs and activities for the facility to achieve, maintain and exceed compliance with relevant regulatory laws and regulations as well as comply with IND HEMP's policies, standards and procedures.
- Directing incident investigations to identify root causes of EHS Incidents and executing sustainable corrective actions.
- Develops and implements inspection policies and procedures, and a schedule of routine inspections.
- Drafts inspection reports to document inspection findings.
- Lead development of Job Hazard Analysis.
- Ensures that material safety data sheets are maintained and readily accessible when needed.
- Maintains records of discharge of or employee exposure to hazardous waste and/or pollutants, as required.
- Develop, coordinate and/or conduct EH&S training programs.
- Responsible for driving processes that will result in a reduction of accidents and injuries and the identification of potential hazards present in the workplace.
- Write, implement, and manage EHS Programs, Policies and Procedures.
- Responsible for monitoring Food Safety and Quality procedures, such as SQF and other quality programs (internal and third party).
- Responsible for verifying procedures, records, and systems.
- Ensure specifications, procedures and food safety policies are being followed.



- Responsible for documenting and reporting food safety concerns related to process or employee issues.
- Work with the Quality Manager on corrective actions and customer complaints
- Write and edit current and future standard operating procedures
- Assist with food safety and quality training for employees
- Act as the backup SQF practitioner
- Implement and maintain programs on a quality management software
- Performs other related duties as assigned.

Key Relationships

- The EHS Manager reports directly to IND HEMP's Chief Risk Officer with dotted line to Company's Chief Operating Officer.
- Internal relationships include support to human resources, engineering, staff, supervisors, and other plant personnel.
- External relationships include contacts with, government representatives, suppliers, equipment vendors, contractors and others on matters related to EHS.
- The position requires expertise in Safety and Health with limited Environmental oversight.

Qualifications:

Education/Certification:

- Bachelor's degree in Environmental Safety, Occupational Safety and Health, or related field required; Master's degree desirable.
- Five years of related EHS experience in a manufacturing environment preferred.
- OSHA 30 Hour

Required Knowledge, skills, and abilities:

- Extensive knowledge of OSHA, NFPA, ANSI and EPA regulations and reporting requirements including OSHA 300 logs.
- Excellent analytical and problem-solving skills.
- Good knowledge of instructional methods and training techniques.
- Strong oral and written communication, analytical, problem solving and human relations skills.
- Excellent organizational skills and attention to detail.
- Results driven and accountable for actions.
- Proficient in Microsoft Office Suite or similar software.
- Understanding of budgeting and scheduling.
- Ability to work independently yet sees others as partners and essential team members.



Physical Requirements:

- Physically able to conduct inspections and carry equipment used for inspections
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 25 pounds

IND HEMP, LLC, a Delaware public benefit company, is an EOE for minorities, females, protected veterans, and individuals with disabilities. This position offers a complete benefit package, including 401k, health, dental and vision insurance. IND HEMP requires successful completion of a pre-employment drug screen and background check.