

# Corporate Health, Safety & Environmental (HSE) Manager

## **Job Summary:**

The Corporate Health, Safety & Environmental (HSE) Manager is responsible for developing, implementing, and sustaining a company-wide culture of safety, regulatory compliance, and environmental stewardship. Operating from the Collinsville, Oklahoma corporate office, this role supports all company locations and departments—including Manufacturing, Operations, Fleet, Maintenance, and Human Resources—to ensure adherence to federal, state, and local regulations. The EHS Manager leads site inspections, conducts risk assessments, oversees regulatory reporting, investigates incidents, maintains documentation, delivers training, and drives continuous improvement across all safety and environmental programs.

## **ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

### **Corporate Safety & Environmental Program Leadership**

- Develop, implement, and continuously improve corporate HSE programs, policies, and procedures.
- Lead the safety efforts in the on-site steam test facility at the corporate headquarters.
- Maintain and update the Safety Manual, Emergency Management Plan, Operations Safety Program, and Substance Abuse Policy.
- Oversee environmental compliance programs including waste management, spill prevention, air/water regulatory adherence, and sustainability initiatives.

### **Compliance, Site Inspections & Risk Management**

- Conduct safety audits, site inspections, and hazard assessments at company facilities and specific job sites.
- Review and respond to inspection findings; ensure timely corrective actions to maintain compliance.
- Manage and support implementation of key safety programs (hazard communication, hearing conservation, forklift safety/operator certification, etc.).

## **Incident Management & Reporting**

- Lead or support investigations of accidents, near misses, lost-time injuries, or major property/equipment damages.
- Perform root cause analysis and implement corrective and preventive actions.
- Manage OSHA and workers' compensation reporting and recordkeeping in coordination with Human Resources.
- Maintain corporate HSE documentation, files, and performance metrics; provide reports to senior leadership.

## **Training & Employee Engagement**

- Plan and deliver HSE training programs, including new hire orientation, safety meetings, and specialized regulatory training.
- Promote safety engagement, accountability, and awareness through coaching, communication, and recognition programs.
- Lead or support the company's 5S, safety incentive, and continuous improvement initiatives.

## **Cross-Functional Collaboration & Leadership Support**

- Act as the primary corporate HSE resource for all facilities and departments.
- Identify safety trends, develop improvement strategies, and monitor HSE performance indicators.
- Support supervisors and managers in achieving compliance with OSHA and internal standards.
- Oversee the availability, distribution, and maintenance of corporate safety equipment and supplies.

## **Education and Experience**

- Bachelor's degree in Safety, Environmental Science, Engineering, or related technical field.
- Professional certifications such as CSP, CHMM, CIH, or similar preferred.
- Experience with 5S or other continuous improvement methodologies.
- 5+ years of progressive HSE experience within a manufacturing environment or multi-site operations.
- Strong working knowledge of OSHA, EPA, DOT, and related regulatory requirements.
- Ability to travel as needed to various locations.
- Strong interpersonal, written, and verbal communication skills.
- Proficiency in MS Office and the ability to interpret and apply regulatory guidelines.