

Environmental Health & Safety Program Manager

Develop and manage the University's environmental health and safety (EH&S) programs and policies to advance the health and safety of the University Community. Develop and manage the University-wide compliance with all applicable safety related laws, regulations, standards, and best practices. Manage the mitigation of hazards to employees, including but not limited to biological, chemical, radiological, physical, occupational, ergonomic, and workload hazards. This position reports to University Police/Campus Safety under the leadership of the Chief of Police.

Job Duties:

- Coordinate the development of University policies, procedures, and practices so University activities comply with EH&S laws, regulations, standards and best practices.
- Chair the University EH&S working group.
- Manage the qualifications of University faculty and staff members in the EH&S disciplines, such as the Chemical Hygiene Officer (CHO).
- Manage the development, implementation, and administration of safety training programs for University faculty, staff, and students that meet and comply with applicable EH&S laws, regulations, standards, and best practices. Develop educational materials for University activities. Develop and put in place on campus regulatory required safety related posters, literature, guidance, and information.
- Inspect University facilities, equipment, and activities and work processes, and consult with stakeholders to determine if University-sanctioned activities, experiments, maintenance & repair, and construction & renovation comply with all EH&S laws, regulations, standards, and best practices. Consult with engineering and construction personnel on EH&S aspects of renovations or new projects.
- Develop and manage an accident/incident reporting system. Ensure any accident/incident which by law or regulation must be reported is reported to the appropriate regulatory agency. Investigate accidents/incidents and develop and implement corrective actions.
- Develop and manage a regulatory compliant hazardous materials program, throughout the hazardous materials life-cycle: acquisition, receipt, storage, use, distribution, transfer, and disposal. Serve as the hazardous materials technical expert and respond to inquiries from the University faculty, staff, and students, regulatory agencies, or other enterprises regarding hazardous materials at the University, and resulting EH&S effects. Supervise the disposal of University-generated hazardous waste with licensed hazardous materials disposal vendors.
- Prepare status reports on current EH&S programs and activities.
- Develop and maintain EH&S program budget, administer and manage EH&S program budget; authorizes program budget fund expenditures.
- Administer the preparation and maintenance of mandated safety regulatory licenses and records on behalf of the University.
- Engage with government regulatory agencies, such as the U.S. Environmental Protection Agency, Virginia Occupational Safety & Health, Virginia Department of Public Health, etc.
- Engage with professional groups and associations, such as the American Society of Safety Professionals, the American Industrial Hygiene Association, the American Chemical Society, and the Campus Safety, Health, and Environmental Management Association.
- Engage with the companies which insure the University,
- Perform other duties as required/assigned.

Required Qualifications & Skills:

- Master's degree in Environmental Health and Safety or related discipline and five years' experience in managing EH&S programs or Bachelor's degree in Environment Health and Safety or related discipline and ten years' experience in managing EH&S programs.
- In depth knowledge of applicable EH&S laws, regulations, nationally recognized standards, guidelines, and best practices.
- Excellent communication skills.
- Demonstrated administrative and supervisory skills.
- Knowledge of various software applications.
- Ability to respond promptly in-person to all campus locations requiring EH&S services.

LICENSES/CERTIFICATIONS:

- Professional Certification, e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Biological Safety Professional or Certified Health Physicist.
- Driver's License
- OSHA and EPA Hazardous Waste Operations & Emergency Response (Hazwoper) training

How to Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, via email at HROffice@hamptonu.edu or fax to (757) 727.5969.

Office of Human Resources
Hampton University
Hampton, VA 23668

****No phone calls**

****Incomplete applications will not be considered**

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.