TITLE: EH&S Specialist
CLASSIFICATION: Exempt; Administrative Staff
REPORTS TO: Associate Director of Environmental Health & Safety

OVERALL RESPONSIBILITY

Provide primary support for the Environmental Health & Safety programs at the Whitehead Institute. This person will be responsible for identifying and implementing EH&S strategies which apply to industrial hygiene, safety and chemical regulatory requirements, emissions-waste-water management, including all applicable permitting and reporting requirements. Engage directly with lab scientist to ensure compliance with Federal, State and local regulatory requirements for biomedical laboratory operations.

We are looking for a candidate who thrives in an interdisciplinary environment, is an excellent communicator and is self-motivated.

CHARACTERISTIC DUTIES

- Conduct routine EH&S safety trainings such as new employee orientation and hazard communication
- Review appropriate government (Federal, State and City of Cambridge) regulations, determine the applicability to the Institute, and update or write policies and procedures in practical ways to be delivered to the different user groups.
- Audit these procedures to ensure understanding, compliance, and user comprehension. Procedures include but are not limited to: Regulated waste, new chemical review, Hazardous Communication, Incident investigation, SPCC, RCRA and Tier II reporting, MWRA, Industrial Hygiene, Ergonomics, IATA Shipping and Process Safety Management.
- Conduct workplace safety inspections in order to ensure a safe working environment within the facility.
- Oversee the chemical hygiene program and the chemical waste program, the later primarily staffed by contracted vendors.
- Perform/oversee lab and satellite accumulation area inspections.
- Review chemical orders and manage chemical inventory system.
- Coordinate annual chemical fume hood & biosafety cabinet certifications and repair program, in conjunction with MIT’s IH group. Maintain records of certification.
- Provide guidance on the process for researchers seeking to use MA DPH or DEA Controlled Substances
- Prepare environmental summaries, training reports, regulatory summaries, filings and reporting requirements.
- Regulatory Reports:
  - Chemical Hygiene Plan
  - Universal Waste Plan
  - DOT Security Plan
  - SARA Title III Tier 2 Report / LEPC filings
  - Air Monitoring and Emissions Reporting
  - MWRA yearly reporting
  - DHS Chemicals of Concern Oversight
- Perform other special projects as required.
- Coordinate Lab Decommissioning
• Assist as needed with the Radiation Safety Program.
• Identify, implement and manage third party service providers for EH&S services.
• Share emergency response responsibilities with other EH&S staff members (24 hour call, seven days a week). This includes decisions on building closure, interface with municipal and contractor emergency responders via the Incident Command System.
• Attend training classes, as needed, to maintain certifications to perform job in compliance with regulatory requirements, e.g. Incident Command, Haz Mat, DOT, IATA etc.
• Serve in the 24 hour on-call service rotation.

QUALIFICATIONS

Education

• Bachelor’s degree or Environmental Health and Safety, Chemistry or Science.

Experience

• Minimum of five to eight years related experience in a research laboratory environment. Background in Industrial Hygiene and current DOT and HMM certification preferred.
• Experience in emergency situations; 40 hour HAZWOPER training a plus.
• Certified Industrial Hygienist CIH preferred
• Previous security clearance a plus.
• Ability to prioritize and work well both independently and as a team member.
• Strong interpersonal, verbal and written communication skills.
• Proficient in the use of computers and applications.

Interested candidates should send resume to:

resumes@wi.mit.edu
Whitehead Institute for Biomedical Research
455 Main Street
Cambridge, MA 02142