Health, Safety & Environmental Office Program Coordinator

Iroquois Pipeline Operating Company, a partnership of U.S. and Canadian energy companies that operates a 416-mile interstate natural gas pipeline extending from the U.S.-Canadian border through New York State and western Connecticut to Long Island and New York City, has an immediate opening for a Health, Safety & Environment office Program Coordinator in our Shelton CT office.

Incumbent will coordinate and execute the Employee, Health & Safety (EH&S) training for the Corporate Office (evaluate and/or design tests and courses; coordinate logistics with Corporate Training and Development Partner, ensure employee compliance with assigned training, coordinate and assist with monthly safety training at offsite locations on occasion.

In addition individual will inspect company projects and recommend corrections or additional precautions to ensure compliance with established regulations. Design and manage EH&S systems, OSHA recordkeeping and reporting. Design and implement programs to improve company safety and reduce accidents. Write procedures for Environmental and Health and Safety manuals. Update EH&S Manager on new regulations and status of health and safety in the company. Review and approve EH&S work orders.

Organize and conduct internal Committee meetings. Conduct all Accident Investigations for accidents and near misses. Perform research and data analysis to assist other staff members in the performance of their respective duties.

**Knowledge:**
Requires complete and detailed knowledge of OSHA and related Health & Safety regulations, and Health and Safety program design.

Must possess good analytical and writing skills; organization, in-depth knowledge of computer software programs such as word processing, database and spreadsheets; additionally, needs to be familiar with the intranet and related software to conduct research. Strong interpersonal and presentation skills required.

**Experience:**
Bachelor’s degree in Health and Safety, Environmental Science, Industrial Hygiene, or related discipline. Five to eight years of experience in Health & Safety or related field. Must demonstrate knowledge and experience related to pipeline, construction, utility or related industry.

Location: Shelton, Connecticut
Travel: 5% New York & Connecticut field stations
Hours: 8:30am-5pm (some nights and weekends may be required)

To apply please e-mail your resume with a cover letter to employment@iroquois.com.