



Position Description

Position Title: Field HSE Coordinator

Work Location: Nisku/ Slave Lake/ Other areas throughout AB BC as required

Department: Health, Safety and Environment

Title of manager this position reports to: Health, Safety and Environment Manager

Positions reporting to this role: N/A

Work Rotation (if applicable): Five days a week

Work Days / Hours: Monday to Friday, 8:00 a.m. – 4:30 p.m. with a ½ unpaid lunch. In the capacity of Field HSE Coordinator, you are expected to be available based on the needs of the business to the extent necessary to efficiently perform your responsibilities. Flexibility with operations/ production and critical events that may arise are imperative.

Purpose of Role: The Field HSE Coordinator is responsible for planning, establishing, implementing, leading, following up with and maintaining a variety of health, safety and environment programs/ initiatives and regulatory compliance items.

CORE RESPONSIBILITIES

- Protect the workers/ contractors and public from undesired events which may cause adverse harm to human life and/ or the environment.
- Ensure that regulations, rules and codes are observed. This includes though is not limited to Provincial/ Federal/ Company/ Supplier/ Client specific.
- Coordinate new hire safety orientations and on-boarding processes.
- Identify and evaluate hazardous conditions/ practices in the workplace and assist in developing/ implementing controls.
- Conduct and coordinate on-site inspections to audit physical conditions and safe work practices.
- Assist in conducting incident investigations.
- Provide direction for compliance regulations based on the regulation approved and authorized literature/ code/ guideline.
- Assist with completion of WCB paperwork if and when required.
- Maintain required health, safety and environment documents/files in accordance with company policy/ regulatory/ privacy compliance.
- Assist in developing, implementing and maintaining site-specific policies.
- As directed, assist with the development of project Site Safety Management Plan (SMP).
- Conduct field site/ truck inspections.
- Leading, driving and maintenance of COR certificate through Enform.
- Assist with emergency response planning/ testing.
- Assist with environmental monitoring as required.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS



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- Occupational Health and Safety Degree, Diploma/ Certificate or CRSP would be an asset.
 - National Construction Safety Officer Certificate.
 - Minimum 2 years, Health, Safety and Environment field experience, preferably in a chemical plant/ maintenance facility/ trucking and logistics environment.
 - Bulk liquid experience and knowledge of the National Safety Code would be considered an asset.
 - Ability to work in a collaborative environment.
 - Public speaking.
 - Strong planning, organizational and follow up skills.
 - Excellent incident investigation skills.
 - Attention to detail and high level of accuracy.
 - Demonstrated leadership skills and abilities.
 - Excellent communication skills up and down organizational structure
 - A self-starting leader who enjoys the challenges of daily involvement with an operational team.
 - Business acumen and foresight.
 - Proficiency with Microsoft Office Suite of products and database computer programs.
 - Accountability and flexibility with schedule/ locations of work.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

Physical Requirements: Frequently required to sit, climb, stoop, kneel, crouch. Regularly lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.

Working Conditions: Industrial manufacturing environment. Must be capable of spending long hours outdoors on your feet, working in personal protective equipment (PPE).

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.