



## Position Description

**Position Title:** HSE Advisor

**Work Location:** Slave Lake, Alberta

**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 HSE Advisor, you are expected to be available based on the needs of the business to the extent necessary to efficiently perform your responsibilities.

**Purpose of Role:** The HSE Advisor is responsible for planning, establishing, implementing, and maintaining a variety of health, safety and environment programs.

### CORE RESPONSIBILITIES

- Ensure that regulations, rules and codes are observed.
- Coordinate new hire safety orientation and on-boarding process.
- Identify and evaluate hazardous conditions and practices in the workplace and assist in developing controls.
- Conduct and coordinate on-site inspections to audit physical conditions and safe work practices.
- Assist in conducting incident investigations.
- Provide advice and counseling for all compliance regulations.
- Assist with completion of WCB paperwork.
- Maintain required health, safety and environment documents/files in accordance with company policy and regulatory 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 inspections;
- Assisting with and participate as necessary in audits (COR).
- Assist with emergency response planning.
- Assist with environmental monitoring.

### REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Occupational Health and Safety Degree, Diploma or Certificate or CRSP would be an asset.
- National Construction Safety Officer Certificate.
- Minimum 5 year, Health, Safety and Environment field experience preferably in a chemical plant environment;
- Bulk liquid experience and knowledge of the National Safety Code would be considered an asset;
- Ability to work in a collaborative environment;
- 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.
- Proficiency with Microsoft Office Suite of products and database computer programs.
- Incident Command System Level 300 preferred.



## 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.