



## Position Description

<b>Position Title:</b> Seasonal Field HSE Coordinator (March to September)
<b>Work Location:</b> As required areas throughout British Columbia, Alberta, Saskatchewan, Manitoba
<b>Department:</b> Health, Safety and Environment
<b>Title of manager this position reports to:</b> Health, Safety and Environment Manager
<b>Positions reporting to this role:</b> N/A
<b>Work Rotation (if applicable):</b> Five days a week (4-5 nights a week in the field throughout Western Canada)
<b>Work Days / Hours:</b> 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.
<b>Purpose of Role:</b> The Field HSE Coordinator is responsible for planning, establishing, implementing, leading, following up with and maintaining a variety of health, safety and environmental 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.
- Assist when applicable with 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/ driver audits & inspections.
- Leading, driving and maintenance of COR certificate through Enform.
- Assist with emergency response planning/ testing.
- Assist with environmental monitoring and compliance as required.

### REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Occupational Health and Safety Diploma/ Certificate or CRSP would be an asset.
- CTSP (Certified Transportation Safety Professional) Designation and/or NCSO (National Construction Safety Officer) Certificate.
- Experience dealing with DOT (Department of Transportation).
- Minimum 2 years, Health, Safety and Environment field experience in trucking/logistics, chemical plant/maintenance facility.
- Valid Class 5 license with less than six demerits on driver abstract. Class 1/3 Q license experience would be considered an asset.
- Bulk liquid experience and knowledge of the National Safety Code would be considered an asset.
- Ability to effectively communicate to various levels throughout the organization.

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- Exceptional communication (written/verbal) and presentation skills.
- Strong planning, organizational and follow up skills.
- Excellent incident investigation skills.
- Current H2S Alive and Standard First would be an asset.
- Accountability and flexibility with schedule/locations for work.
- Proficiency with Microsoft Office Suite.
- Ability to work in a collaborative environment and demonstrate respectful interactions.

**PHYSICAL REQUIREMENTS / WORK CONDITIONS**

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

**Safety Sensitive Position:** Must be able to obtain Pre-access drug and alcohol clearance and maintain clearance at all times.

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

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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.

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