

JOB POSTING-Calgary AB—CANADA ONLY

TITLE: HEALTH & SAFETY LEAD
LOCATION: CALGARY, AB ONLY
DEPARTMENT: QEHS
DEPARTMENT CODE: 14
REPORTS TO: MANAGER; QEHS & CI

PRIMARY ROLE:

- Leads the Health & Safety Management System (HSMS) under the direction of the QEHS Manager

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Lead various Health & Safety meetings such as Joint Health and Safety Committee, 6S Champions and Audit, first Aid Team
- Establish and maintain Health and Safety Management System compliant to ISO 45001 requirements
- Conduct annual Health & Safety internal audits and support Certificate of Recognition (COR) audits
- Provide support & training to create and sustain Hazzard Assessments in all areas
- Record and investigate all near-misses and incidents
- Perform audiometric screening and respiratory fit tests as per Occupational Health and Safety regulations
- Coordinate the planning, implementation, inspection, and sustainment of 6S (5S+ Safety) program with Manufacturing and other teams
- Coordinate the PPE (Personal Protective Equipment) program
- Update and maintain Health and Safety manual and Health and Safety statistics
- Maintain updated Health and Safety training for all levels of employees including First Aid, WHMIS, Forklift, etc.
- Maintain Health and Safety related documentation including MSDS catalogue
- Review and coordinate the Injury Free Event (IFE) entries, support Operations with implementation and verify completion
- Manage and update the clients Health and Safety requirements through the contractor management platforms such as ISNetworld
- Conduct Office 'New Hire' and other related orientations
- Other tasks as may be applicable or assigned by the QEHS Manager

EXPERIENCE AND KNOWLEDGE:

- 5 years direct 'WORK' experience as a Health and Safety professional in a manufacturing environment
- Experience with Health and Safety Management system preferably ISO45001
- Experience and training with Lean tools and techniques, particularly 5S or 6S program

EDUCATIONAL REQUIREMENTS:

- University or College Degree preferred
- Nationally recognized Health and Safety certifications such as Canadian Registered Safety Professionals (CSP)
- Lean and Six Sigma certification
- Health and Safety and/or ISO 45001 auditor certification is preferred

CHARACTERISTICS & ATTRIBUTES:

- Accountability
- Discipline
- Understanding
- Consistency
- Approachability
- Focus
- Cheerful Outlook
- Demonstrates genuine concern for people
- Respectful
- Responsive
- Initiative-taking
- Able to build effective communication, includes presentations & training
- Conscientious
- Honesty/Integrity
- Confidence
- Commitment & Passion for wellness and safety of others
- Decisive
- Empathetic
- Emotional control
- Risk Management

DESIRED BEHAVIOURS:

- Make fact-based decisions based on actual data
- Promote a culture of Health & Safety by encouraging employee participation and management support
- Foster teamwork to achieve the best solution
- Possess Continuous Improvement Mindset
- Focus on results
- Achieve results by consistently meeting commitments
- Develop a culture of celebrating success

WORK LOCATION/ENVIRONMENT:

- Position is based in Calgary AB
- Not a home-based position
- Manufacturer

SPECIAL REQUIREMENTS:

- None