



EMPLOYMENT OPPORTUNITY

HSE Co-ordinator

Job Summary

The HSE Coordinator (HSEC) will be responsible for ensuring the health and safety of all Z'gamok Construction LP employees, sub-contractors and visitors. The HSEC will ensure that all company health and safety policies and procedures are adhered to. This position will work closely with on-site supervision and report directly to the Health and Safety Manager.

Duties and Responsibilities

- Responsible for safety orientation, safety training, policy review and implementation, inspections and reporting.
- Proactively identifies, assesses and mitigates health and safety risks.
- Ensures policies and training meets local, provincial and federal health and safety requirements.
- Ensure that all employees are in compliance with MTCU standards and requirements.
- Reports, investigates and documents all safety incidents and injuries in a timely manner. Summarizes findings in order to prevent a re-occurrence.
- Conducts site inspections and safety audits at various work site locations to ensure there is compliance with all required regulations and client requirements.
- Liaise with client and Ministry representatives.
- Creates and distributes daily and weekly toolbox discussions to Site Supervisors.
- Update and maintain site training records.
- Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Creates a workplace safety first culture that is consistent with the vision of ZCLP.
- Supports and mentors' others to improve health and safety performance.
- Monitor compliance to all provincial and federal regulations and with all client health and safety policies and procedures.
- Ensures systems, processes and procedures are in place for early identification of hazards and appropriate communication of changes.
- Full understanding of contract scope, terms and conditions; Educate / support project team for understanding of Health and Safety obligations
- Monitor/address deficiencies when requirements are not being met
- Monitor activity to ensure policies and procedures are being followed and intervene as necessary
- Advises on opportunities for process development, improvement and assists with procedural creation and reviews.

- Attends and assists with routine weekly and monthly meetings and associated reporting.
- Maintains an awareness of client requirements and establishes effective working relationships at all levels.

Qualifications

- Working knowledge of the Occupational Health and Safety Act and Regulations, the Workplace Safety and Insurance Act, Ontario Human Rights Code, and AODA.
- First Aid Certification is an asset.
- Valid Class “G” driver’s license. A driver’s abstract will be requested.
- Strong leadership, organizational, communication and interpersonal skills.
- Able to work well under pressure and must be able to multitask.
- Work well in team atmosphere.
- Required a minimum of 2 years experience.
- Has or is working towards a safety designation (NCSO, CRST or CRSP)
- Exceptional written and oral communication skills.
- Knowledge of mining/construction industry.
- Expert level knowledge of Microsoft Office suite.

Interested applicants **MUST** submit a cover letter, resume, photocopies of all certificates/diploma and three references (preferably from a direct supervisor/manager):

Attn: ZCLP Board of Directors
Z’gamok Construction LP, P.O. Box 850, Massey, Ontario, P0P 1P0

Email: jfournier@zclp.ca

Deadline for applications is: Tuesday February 24, 2022

Late or incomplete applications will not be considered. We appreciate your interest. Preference is given to Indigenous People.
Full job description available upon request.