



## HEALTH & SAFETY COORDINATOR

Wabash Mfg. Inc. is a custom manufacturing and repair company in the construction and oilfield industries. We have 100+ full-time employees spread out on a 25-acre site located in the industrial area of Westlock, AB (about an hour north of Edmonton).

We are seeking a full-time Health & Safety Coordinator to lead our entire organization in this area. This position is well-suited to an individual who enjoys working independently and is also interested in assisting in other departments on-site when available.

This key position has three main areas of focus:

**1) Manage the Health and Safety Program**

- a. Maintain current H&S Manual & update as required
- b. Coordinate and provide training/education (Train-the-Trainer certifications)
- c. Promote and track competency training for operational procedures
- d. Monitor safe work practices by being present around entire site
- e. Conduct inspections and investigations
- f. Conduct internal and participate in external annual COR audits
- g. Compile and ensure accuracy of up-to-date reporting information
- h. Maintain PPE incl. sourcing inventory, distribution & budget
- i. Work with agencies & interpret regulations (WCB, OHS, Avetta, etc)

**2) Communicate safety initiatives and information**

- a. Provide new staff & contractor orientations
- b. Coordinate the Safety Committee and conduct meetings
- c. Regularly attend production safety meetings
- d. Distribute safety and related information to all areas in the organization
- e. Advise and make recommendations to Management

**3) Emergencies**

- a. Administer first aid on-site
- b. Lead & make decisions on course of action in medical situations
- c. Build, train and manage emergency response teams

Qualifications required:

- MSO/NCSO current designation.
- **Minimum 3 years of experience in a health and safety position** in a production/manufacturing/industrial (construction, mining or oil and gas) environment.
- Valid COR auditor certification.
- Extensive knowledge in provincial OHS legislation, standards, and practices.
- Valid driver's license.
- Valid Standard First Aid and CPR (preference given to candidates with EMR or better).
- Proficient in Microsoft Office – Word, Excel and Outlook as well as database tools and other web based applications
- Ability to work in various conditions such as dirt, dust, mud, wet, extensive walking, noise, standing on concrete, prolonged sitting, inclement weather)

*The successful candidate must live or relocate to within 30 minutes of Westlock, AB.*

WABASH:

- Offers excellent wages
- Offers bonuses based on attendance and health initiatives
- Provides a comprehensive health benefits plan and a matching RRSP program
- Operates as a small business, yet presents opportunities of a large corporation
- Believes that time for family and recreation is important, so we rarely work weekends

Please send resume, references and salary expectations by email directly to [hr@wabash.ca](mailto:hr@wabash.ca).

*All offers of employment will be subject to the successful completion of a company provided pre-employment physical & drug/alcohol exam.*