Job Description

Health and Safety Supervisor
General Purpose:

Under the direction of the Regional Safety Manager and Project Management team, the Health and Safety Supervisor will be responsible for providing support to the project management team, supervisors, foremen and workers. This position will provide leadership and coordination of the day-to-day safety requirements of the assigned project.

Scope:

The Safety Supervisor reports to the Regional Safety Manager and is responsible for but not limited to the following:

- Provide support to the project by maintaining a visible presence to the field performing site visits to the entire project at least once per shift, if possible coordinate with the project manager.
- Assist in the coaching, mentoring and implementation of the HS&E programs in the field.
- Regularly review and be familiar with all applicable legislation and applicable standards, to ensure compliance.
- Inform the project management team and supervision of any new or conflictive legislative matters that could impact the project.
- Develop a Site Safety Management Plan (SMP) for the project to ensure a safe work environment for all company employees, contractors, visitors and community.
- Regularly audit the SMP for compliance and update to ensure the alignment with project scope and conditions.
- Organize and schedule required safety staff and first aid coverage.
- Provide direction, support and resource to all site managers, supervisors, foremen and safety advisors.
- Ensure that all incidents are reported immediately.
- Participate and assist the supervisors, foreman and safety advisors in the investigation of incidents to determine root cause, and corrective actions where necessary.
- Ensure incident corrective actions are followed up on and completed.
- Ensure injured workers are offered modified duties and documentation has been completed. Monitor and follow up on modified workers in the field.
- Ensure Safety Advisors are verifying field staff training and competencies; consult the project management team and Regional Safety Manager for compliance and action plan.
- Review safety obligations of the clients and ensure they are carried out as per the terms of the agreement, and communicated to the Project Manager, Supervisors, Foreman and Safety Advisors.
- Ensure new hires are orientated to the Valard Construction, and all required documentation is completed accurately and forwarded to the head office.
- Ensure safety boards with postings including but not limited to: Health and safety policy, inspection and audit results, project hazard assessment, location of first aid, etc. are maintained and current.
- Ensure that the following material is available and on site, Valard’s HS&E Manual, the applicable provincial legislation and regulations, site safety inspection forms, observation forms, tailboards and log books, fall protection plans etc.
- Prepare for, and participate in audits such as 18001, COR and/or Owner audits.
- Communicate, coach and assist the field staff to ensure that all safety expectations are understood and met.
Coordinate a regular meeting with project safety team to review issues, trends and upcoming conditions or events.
• Other duties as required.

Qualification:
• Occupational Health and Safety Degree, Diploma or Certificate or CRSP would be an asset.
• National Construction Safety Officer Certificate.
• Minimum 5 year Health and Safety field experience
• Minimum 3 year of supervisory experience
• Proficient in Microsoft office applications
• The ability to demonstrate the application of risk assessment to company operations and activities.
• Good physical condition
• Ability to travel

Skills / Knowledge:
• Excellent Incident Investigation skills
• Excellent leadership and conflict resolution skills.
• Effective communication skills
• Excellent interpersonal skills
• Ability to perform under stressful conditions
• Analytical skills
• Probability and decision making skills
• Attention to detail and high level of accuracy
• Effective organizational skills
• Stress management skills

Personal Attributes
He/ she must also demonstrate the following personal attributes:
• Be honest and trustworthy
• Be respectful
• Possess cultural awareness and sensitivity
• Be flexible
• Demonstrate sound work ethics
• Be punctual