

Health & Safety Coordinator

The Position

Thermo Design Insulation Ltd is currently in search of a reliable Health & Safety Coordinator.

This is a salaried career position based in Edmonton AB. The **Health & Safety Coordinator** shall perform such tasks, duties and responsibilities as are generally consistent with the role:

- HSE Program Management: Candidate will oversee 8 field offices from BC to Ontario providing support to local staff. Become familiar with the provincial safety legislation to ensure our program is complaint.
- Certificate of Recognition (COR): Become familiar with the COR program of each province, work with each branch to ensure continued compliance, take an active role in internal & external audits.
- Manage online contractor prequalification platforms: ISNetwork, Avetta, Safe Contractor, etc.
- Equipment Maintenance: Manage & track the equipment maintenance program. Ensuring all major equipment company-wide is accounted for, inspected & serviced regularly and ensure non-destructive testing is being done as needed.
- Claims management: Work with each branch in managing WCB claims, reviewing injury reports, assisting with return-to-work programs, communicate with WCB, monitor claims cost and premium rates.
- Assist in the completion of prequalification packages for jobs. Review safety obligations of the clients and ensure they are carried out as per the terms of the agreement, and communicated to the Project Team,
- Industrial Security Program (ISP): Manage the company's involvement in the ISP, coordinate the clearance process for workers as needed, arrange fingerprinting, complete & submit security forms to Government agencies.
- Drug & Alcohol: Arrange & track all drug & alcohol testing company wide, oversee any return-to-work plans, communicate with substance abuse professionals (SAP)
- Provide support to projects by maintaining a visible presence to the field and working closely with foreman's, project managers and site GC's
- Others duties as required to fulfill the role.

Assets

- OH&S Degree, Diploma, NCSO or certificate of CRSP would be an asset
- Proven working experience in safety management
- Understanding of all facets of the construction process
- Honest, Hardworking and Respectful
- Ability to multi-task
- Excellent interpersonal and communication skills.

Interested candidates can submit resumes to davidr@thermo-design.com