



Corrosion Service was founded in 1950 by Thomas R.B. Watson as the first Canadian firm to specialize in cathodic protection. Our founding philosophy was based on the principles of providing great customer service and developing a deep understanding of customer needs, these same core principles still guide our company today.

Throughout our history we have always been privately owned by successive groups of employees that have risen through the organization. This ownership structure gives us a unique perspective on business and ensures that our stakeholders (customers, employees and partners), rather than shareholders, always come first. This is vital for a company such as ours, given that we exist primarily to protect the environment, our citizens and the prosperity of the communities in which we live.

**Position: Health and Safety Coordinator**

**Duration: 8 Month Contract**

**GENERAL FUNCTION:**

This position would report directly to the Regional Saskatchewan Operations Manager and indirectly to the National Health and Safety Manager. The Health and Safety Coordinator will assist in the implementation of local safety programs, policies procedures and standards to ensure all industry and legislative requirements are met.

**RESPONSIBILITIES:**

- Support Western Canadian Operations activities in relation to Health & Safety deliverables by assisting in the development of project specific documentation, managing daily operations and project-based safety documentation, conducting branch level orientations, and assisting with inspections and audits as required
- Ensure that Corrosion Service Company Limited meets and maintains health & safety compliance as outlined by the client.
- This role will assume responsibility for proactive safety business strategy with a focus on accident prevention, hazard identification, training, and client requirement
- This role provides support, guidance, and consultation to the National Health and Safety Manager for the execution of health & safety initiatives that facilitate a healthy, safe and supportive environment.
- Support implementation of the Occupational Health and Safety Management System (OHSMS) designed to prevent injuries, comply with all applicable legislation, standards and client requirements.
- Review programs and policy implementation to ensure the requirements of all provincial OH&S legislation, standards, Corrosion Service Company Limited internal health & safety needs, Corrosion Service Company Limited clients, and external audits such as COR, are met.
- Review and enter Health & Safety Key Performance Indicators for daily vehicle inspections and pre-job hazard assessments to track and measure health & safety performance.
- Support employees and management with safety concerns.
- Assist in ensuring company compliance with all regional Traffic Safety Act rules and regulations
- Assist or facilitate new hire orientation and employee training to support branch operation requirements



- Prepare project specific safety documentation within provided timelines (Health and Safety Plans, Emergency Response Plans, Project Specific Safety Binders, LMRA submissions, Vehicle/Trailer Inspections, Observation Based Safety documents, Inspection documentation, Safe Operating Procedures, etc.) to ensure compliance to CSCL, client, and government requirements.
- Maintain up-to-date MSDS catalogue of all products used by branch operations.
- Maintain records of all required documentation on corporate HSF folder as directed by National Health and Safety Manager.
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- This position can be expected to have extensive travel requirements with nearly all work occurring in a field setting away from the home office bases. Days on/off schedules will vary dependent on project/client scope and directive.

### **QUALIFICATIONS:**

- High school diploma
- Health and Safety Administrator (HSA) certificate preferred. Post-secondary training in Health and Safety related programs required
- Completion of a formal auditing course is considered an asset
- 2 years of HSE administrator experience
- Experience within oil and gas industry would be considered an asset but is not mandatory
- Thorough knowledge of Excel, Word, Outlook and PowerPoint
- Good command of English language is mandatory
- Ability to meet companies Drug and Alcohol policy is mandatory
- Clean driver's record and criminal record check is mandatory.

This is an 8-month contract, ending December 31, 2019 or earlier.

We are an organization where you can apply your skills to some of the world's most challenging, and interesting projects nationwide. It is a place that values the diversity of our areas of practice and our people. It's what makes Corrosion Service a great place to work and grow. Corrosion Service is an Equal Opportunity Employer. If you would like to work in a stimulating environment with the prospect of developing your potential, we invite you to explore the possibility of joining our team. Please send your cover letter and resume to [jlui@corrosionservice.com](mailto:jlui@corrosionservice.com).

Note: All employment is conditional upon the completing and obtaining a satisfactory background check, including employment, references and criminal records (for which a pardon has not been granted) checks.

Please note that only individuals selected for an interview will be contacted.