



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. The position is based in Markham, Ontario.

Position: Health and Safety Administrator

GENERAL FUNCTION:

The Health & Safety Administrator (HSA) will assist the National Health & Safety Manager and support Eastern Operations in the research, development and implementation of local safety programs, policies, procedures and standards to ensure all industry and legislative requirements are met.

RESPONSIBILITIES:

- Assist National Health and Safety Manager in maintaining third party compliance sites, (ISN, ComplyWorks, CQN Networks, Avetta), by coordinating with Regional Managers to obtain monthly statistics.
- Manage and develop all Health & Safety Plan (HASP) and Emergency Response Plans (ERP) for Eastern Operations.
- Organize and conduct all new-hire orientation sessions for Eastern Operations.
- Co-chair Markham Joint Health & Safety Committee, organize monthly facility inspections, committee meeting and maintain committee meeting minutes.
- Maintain training records (training matrix) for Eastern Operations.
- File and log all health & safety document submissions for Eastern operations, (FLRA's, VIR's, job permits, etc) and develop monthly reports to outline submission compliance.
- Assist National HS Manager in the development of new template, policies, practices and safe operating procedures.
- Collaboration with Finance/Human Resources of project specific Health and Safety hours and other statistics to customers.
- Maintain corporate Safety Data Sheet (SDS) database on the corporate server.
- Assist the National HS Manager in the development and maintenance of the Health & Safety page on *Avenue*.
- Manage the Titan GPS dashboard to ensure accuracy and delivery of information.



- Manage data entry for START Cards, company-wide. Create monthly reports outlining KPI's.
- Assist National HS Manager in auditing of corrective actions from incidents to ensure compliance of completion.
- Support implementation of management programs, policies, process and procedures.
- Assist National HS Manager in the development of new HS Intranet Page
- Complete and maintain subcontractor qualification process for Eastern Operations.
- Complete inspections as required (Office inspections, vehicle spot-checks, etc)
- Support employees and management with safety concerns.
- Participate in operations pre-job meetings/discussions.
- Assist the HS Manager in "Day-to-Day" Health & Safety requests for the Eastern Operation, (COI requests, Pre-Qual Requests, JHA Requests, etc)

QUALIFICATIONS:

- Post-secondary education in Health and Safety or Business-related programs required.
- 1-2 years experience as a Health and Safety administrator
- Knowledgeable in Microsoft office suite (Word, Excel PowerPoint, etc)
- Good presentation skills and excellent oral and written skills

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 apply by sending in a cover letter and resume by Friday November 15th.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process.

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 individual selected for an interview will be contacted.