HORIZON NORTH
Manufacturing

Job Title: The Health and Safety Field Coordinator (NCSO)
Location: Various

Occupational Summary

The Health and Safety Field Coordinator monitors Horizon North Manufacturing's Safety program to ensure completion of necessary documentation and implementation of required controls on job sites. This position facilitates the communication of health and safety related items to employees, contractors and clients. The Health and Safety Field Coordinator is responsible for ensuring that information regarding health and safety is prepared, issued, and distributed in an efficient and timely manner. This is a safety sensitive position, and as such requires pre-employment and pre-access drug and alcohol testing.

Work Performed

- Delivery of an integrated Occupational Health and Safety program for the Horizon North Manufacturing Site Work & Field Services Divisions;
- Ensure all employees are trained in the appropriate health and safety practices, including site specific orientation and ongoing employee safety training;
- Investigate incidents and recommend revisions to safety procedures and/or training to address these issues;
- Report monthly safety statistics to Group Services, Health and Safety Manager;
- Ensure that safety, toolbox, and other safety meetings are being conducted and that they meet the following objectives:
    - Identify the scope of work;
    - Assess the risks and identify the hazards;
    - Emergency Response plans;
    - Mitigate the hazards;
    - Confirmation by each work crew's supervisor, that all of their workers are "fit for duty".
- Inform site foreman and project manager's of worker activities, or worksite conditions that:
    - Violate the regulations, codes, or Industry Best Practices;
    - Violate Horizon North Manufacturing's Safety Policies; and
    - Procedures being utilized that may adversely affect the workers safety.
    - Assist Supervisor in proper equipment procedures;
    - Ensure that a system of information sharing is utilized between contractors and all parties that may be impacted by Horizon North Manufacturing's activities, concurrent operations;
- Inspect equipment to comply with regulations;
- Verification of correct levels of job training;
- Ensure that the emergency medical response plans are coordinated and documented;
- Requires manual dexterity of both hands and feet to perform activities such as lifting overhead, twisting and bending while lifting, climbing stairs while wearing protective equipment;
- Walks approximately 1-3 kilometers per day on a variety of surfaces including, concrete and gravel;
- Completes daily Job Hazards Assessments and Pre Job Task Hazard Analysis forms;

- Wears required Personal Protective Equipment at all times during work hours;
- Performs other related duties incidental to the work described herein.

Knowledge, Skills, & Abilities Required

- Excellent interpersonal skills.
- Able to make decisions independently and in a timely manner.
- Strong leadership skills.
- Good presentation skills.
- Meticulous attention to detail and organizational skills.
- Confident using Microsoft Office.
- Able to work as a team player as well as independently.
- Able to work in a fast paced, deadline driven environment.

Education/ Experience

- A high school graduate diploma or equivalent.
- National Construction Safety Officer (NCSO) designation is required.
- Enrolment in or Completion of a specialized Occupational Health and Safety training program is an asset.
- 2-5 years or more experience in area of health and -safety in a construction environment
- Knowledge of current occupational Health and Safety regulations, standards and guidelines in Canada (municipal, provincial and federal).

To apply for this position:

Mail: PO Box 3094 Kamloops, BC V2C 6B7
Fax: (250) 828-2025
Online: www.northerntrailer.com/careers.htm
Email: jobs@northerntrailer.com

We thank every applicant for their interest. However, only those selected for an interview will be contacted.