

COORDINATOR, HEALTH AND SAFETY

RICHMOND, B.C.



Overview

Under the direction of the Director, Human Resources the Coordinator, Health and Safety will be responsible for providing OHS, AOSH, WorkSafeBC and Security subject matter expertise and support to the management team, supervisors, and workers. This position will provide leadership and coordination of the day-to-day safety requirements of all locations.

This is an occupational health and safety position. An incumbent of this class provides advice and expertise to supervisors and leaders to develop, implement and maintain safe work practices and procedures in their operational areas and locations. The work entails conducting risk assessments, administrating awareness and training programs, and ensuring compliance with all regulatory and internal requirements. This is a hands-on position to assist all areas of the Company to comply with safe work practices and to ensure compliance with all regulatory requirements and develop best practices. Work is performed under general supervision and is reviewed in terms of conformance with sound practices and effectiveness of services rendered.

Education and Experience

- Completion of a recognized two-year diploma program in Occupational Health and Safety or an equivalent combination of education and experience.
- Working towards Canadian Registered Safety Professional (CRSP) Designation (or eligible to apply).
- Occupational First Aid Level II Certification required.
- Experience in safety program development, implementation and monitoring.
- Experience in a Federally regulated industry such as aviation, marine, or railway work.

Qualifications

- Considerable and current knowledge of the Canadian Occupational Health and Safety Regulations, the Canada Labour Code Part II, other applicable regulations and industry best practices.
- Particular knowledge and experience with confined space entry, fall protection, emergency management, lockout protection, fit testing, provision of first aid and occupational hygiene.
- Exceptional organizational skills and attention to detail.
- Ability to establish and maintain effective working relationships with internal and external contacts, to communicate effectively orally and in writing.
- Ability to write comprehensive reports and prepare and maintain accurate records, statistics and correspondence.
- Ability to assist the various departments with investigating accidents, developing and documenting plans of action to prevent incidents, training personnel in incident prevention, and promoting safety.
- Co-Chair the Safety Committee, encourage and mentor employees to take an active safety role in their area of work.

Requirements

- A current and valid BC Driver's License and a safe driving record are required.
- The license must not include any restrictions that would affect the ability to legally and safely carry out job responsibilities.
- Ability to gain a "Restricted Area Identity Card" for YVR Airport and become a signing authority.

Coordinator, Health & Safety

CLOSING DATE:

July 20, 2018

LOCATION:

Helijet International Inc
Corporate Head Office

STATUS:

Permanent, Full-Time,
40 hours / week

REMUNERATION:

Monthly Salary commensurate with
experience + health benefits plan +
flight privileges

*Helijet is an equal opportunity
employer*

Apply with Resume & Cover Letter to:

Human Resources
Helijet International Inc.
5911 Airport Road South
Richmond, BC V7B 1B5

Email: careers@helijet.com

Please - No Phone Calls