



Job Title: **HSE Field Coordinator**
Reports To: **HSE Field Supervisor**

Summary

HSE Field Coordinators are committed to the health and safety of their field workers and seek to help the company achieve safety excellence. As a coordinator, you will detect and rectify unsafe or unhealthy working conditions, and ensure compliance with laws and regulations governing workplace safety.

Duties and Responsibilities

- Zero incident/injury strategy development.
- Alberta Occupational Health & Safety Code & Regulations interpretation and advice.
- Participate in client safety programs.
- Assist management/supervision in carrying out investigation, analysis and preparation of incident reports and summaries.
- Assist management/supervision in the development and implementation of practical hazard management programs.
- Assist with safety seminars and employee training.
- Create and maintain a safety culture with clients, employees and fellow staff.
- Inspect work areas to ensure equipment, materials, and processes do not present a safety or health hazard.
- Investigate health and safety related complaints.
- Investigate all situations where a worker has refused to work based on safety conditions.
- Encourage managers and employees to participate in safety programs.
- Investigate workplace incidents, ensuring all documentation is provided to the HSE Dept.
- Research, prepare and offer the necessary safety talks and meetings.
- Ensure all local statistics and documents are prepared as needed, and forwarded to the appropriate HSE partner.
- Promptly respond to any urgent situations, which require HSE team attention.
- Conduct oneself at all times in a fashion, which portrays our company in a professional light.
- Assist, mentor & cooperate with other members of the HSE team.
- Assist HSE Supervisor in maintaining 24/7 Safety coverage
- Maintain punctuality and attendance as scheduled.
- Other duties as defined by HSE Supervisor.

Qualifications

- NCSO Certification
- 3 years of directly related safety experience
- Valid Class 5 or equivalent driver's license
- Clear and precise verbal and written communication skills
- Ability to demonstrate a personal commitment and positive attitude toward workplace health and safety
- High degree of accuracy and attention to details
- Ability to manage multiple high-level responsibilities and tasks

Please forward your cover letter and resume to careers@acfn-safety.com