



Employment Opportunity

Position: HSE Coordinator
Location: Remote sites
Closing Date: Until filled

The HSE Coordinator role is to work in cooperation with the project management team to achieve safety-related goals and objectives and ensure a safe working environment. Act as a coach / mentor / facilitator to assist management in fulfilling their occupational health and safety related responsibilities. Assist with the development and implementation of the project site safety plan. Conduct inspections, incident investigations, and ensure corrective actions are completed.

The work is in a remote camp setting and shift rotation is 14 days on and 14 days off. The normal shifts are 12 hours. The successful candidate will be a key player in a highly progressive and motivated team who will lead by example, possess a positive attitude and be a good ambassador for TNDC.

Responsibilities

Reporting to the HSE Superintendent or designate, responsibilities include, but are not limited to:

- liaise with Project Manager daily to foster, promote and develop a positive and proactive safety culture
- monitor and enforce adherence to company HSE Management System by all employees as well as subcontractors
- provide suitable safety-related training as required
- maintain a high level of safety awareness and performance at all work locations
- investigate all incidents, hazard observations and near misses
- liaise with HR and Project Management with the early Return-to-Work Program when required
- assist in the ongoing development and review of risk assessments (JHA) and safe working practices
- facilitate the provision and maintenance of records in relation to all Project HSE training including toolbox talks, orientations, and weekly Safety Meetings
- complete all daily, weekly HSE documentation / record keeping requirements as directed within the HSE Management system, including maintaining computerized program
- other related duties as required

Qualifications

- minimum of NCSO plus a recognised OHS Certificate, or equivalent education
- minimum of 5+ years safety experience in construction, particularly heavy civil and/or mining projects
- knowledge of BC Occupational Health & Safety legislation, BC Mines Act / Health, Safety & Reclamation Code and other relevant codes, standards, and guidelines
- work respectfully and cooperatively with others, establishing and maintaining strong working relationships with internal and external partners
- superior leadership, communication and interpersonal skills in dealing with a wide range of individuals
- requires effective written and verbal communication skills

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- willingness to sign a confidentiality clause

Please apply to:

Human Resources, Tahltan Nation Development Corporation
Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan Associates are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS