



ECRC ~ SIMEC

1201-275 rue Slater Street
Ottawa ON K1P 5H9

Health, Safety and Loss Control Coordinator - Ottawa Office

Responsibilities:

- Developing and implementing H&S plans and programs to achieve targets and objectives.
- Evaluating policies, practices and procedures as well as ensuring they maintain compliance requirements and develops and recommends corrective measures to attain them.
- Works directly with operating personnel in the regions to ensure that they maintain established controls, procedures and accountability to manage safety performance and regulatory compliance.
- Monitors compliance and prepares reports for senior management.
- Prepares and publishes corporate H&S and Loss Control communication articles.
- Tracks incident statistics and trends to support corrective solutions and actions.
- Conducts training and presentations related to H&S matters and accident or hazard identification and prevention.
- Acts as chairperson of corporate Loss Control Committee.
- Member of a spill management team that can be activated at any time and be expected to immediately report for duty and remain on a spill site for up to 21 days.
- Performs other miscellaneous tasks as directed.

Requirements:

- Excellent leadership skills.
- Highly motivated and able to work independently.
- High degree of knowledge and understanding of H&S codes, standards and regulations.
- Ability to produce reports.
- Ability to analyze data and assessment results.
- Attention to detail.
- Excellent communication skills both oral and written in English and French is essential.
- Valid qualifications in H&S such as "CRSP" or ability to obtain.
- Computer skills in Microsoft Office.
- Five (5+) years' experience in the H&S field.
- Ability to travel.
- Carry a pager 24/7.
- Valid First Aid/CPR certificate.

All applicants must provide a recent resume that clearly indicates that they meet the required qualifications by e-mail to Jim Carson: jcarson@ecrc-simec.ca

ECRC-SIMEC sincerely thanks all applicants for their interest in a career with us; however, only those applicants selected for an interview will be contacted.