



## **Company Profile**

The Eastern Canada Response Corporation (ECRC) is a Certified Response Organization under the provisions of the Canada Shipping Act (CSA). ECRC provides marine oil spill response capability to vessels and oil handling facilities that require coverage under the CSA through its Response Centres located in the Great Lakes, Quebec and the Atlantic Provinces.

## **SUMMARY OF POSITION**

The Health and Safety (H&S) Coordinator is responsible for the coordination of the Corporation's H&S/Loss Control programs including program improvement, regulatory compliance, maintenance and training for both day to day preparedness and response operations. The position is located at company headquarters in Ottawa.

## **SCOPE OF RESPONSIBILITY**

The planning, development and maintenance of specialized H&S strategies, procedures, guidelines and related support for the Corporation's response capability. Coordination of internal and external H&S resources.

Coordinates the activities associated with the H&S/ Loss Control Coordination Committee.

Member of the Corporate Spill Management Team (SMT) for marine oil spills (Level 3 and Level 4).

## **WORK PERFORMED**

- Maintains an understanding of the legislation and Response Organization requirements with respect to H&S and provides guidance on the requirements as required.
- Supports the planning function of the Corporate Spill Management Team (Level 3 and 4) with respect to regulatory compliance, corporate policy and procedures and client requirements. Fills the role of "Safety Officer" in level 3 and 4 spill situations.
- Responsible for the preparation and updating of H&S documents for the "Certification" of the Corporation as a Response Organization and federal/provincial regulatory requirements.
- Coordinates the establishment of corporate standards, procedures, guidelines and specifications for H&S related matters.
- Responsible for the identification and contracting of consultants and advisers to fill H&S positions in support of the corporate marine oil spill response team.
- Supports the regions in the areas of event investigations, Health and safety meetings, safety bulletins, training, etc.
- Interfaces with government and agencies on H&S matters.

- Responsible for maintaining liaison with the H&S community to stay up to date on the development of new concepts and emerging trends and issues.
- Maintains appropriate contacts with industry, governmental and other regulatory bodies.
- Develops new H&S protocols for day to day operations and response operations when required.
- Supports the acquisition of specialized oil spill response equipment and ensures it is consistent with the H&S regulations.
- Coordinates the meetings, agenda and minutes of the H&S/Loss Control Coordination Committee. The H&S Coordinator is the chairperson of the committee.
- Coordination of other region based H&S preparedness programs and activities.
- Develops training material, coordinates and conducts H&S training to employee groups and responders as required.
- Coordinates and participates in H&S/Loss Control Program assessments at the Response Centres.
- Periodically audits the Program against OH&S legislative requirements, applicable standards and industry best practices.
- Maintains H&S/Loss Control Program statistics, analyses data for trends in support of the management stewardship process and for external reporting as required to maintain contractual relationships with clients.
- As part of the Ottawa management team, carry a pager at all times and be readily available to respond as a member of the Corporate Spill Management Team (SMT)

## **QUALIFICATIONS**

The position of H&S Coordinator requires proven professional and interpersonal skills. Post secondary education in a technical discipline or equivalent in education and experience. Demonstrated ability to represent organizations with the public, media governmental and other regulatory bodies.

Bilingual capability is a requirement.

Required experience includes minimum of five years in H&S assignments, planning or operations. Professional H&S designation or qualifications would be an asset.

Please send your resume by email to [general\\_info@ecrc-simec.ca](mailto:general_info@ecrc-simec.ca) or by mail;

1201-275 Slater Street,  
Ottawa, Ontario  
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Attention – Paul Pouliotte

Only candidates selected for an interview will be contacted.