

Health and Safety Administrator

Spruceland Millworks is currently seeking an individual for the position of Health and Safety Administrator for our lumber remanufacturing plant in Acheson AB.

Spruceland Millworks is a unique group of people working together to create quality products for our customers. All of our staff commit to 8 fundamentals. Safety, Respect and Dignity, Quality, Recovery, Follow Instructions, Equipment Care, Housekeeping, and Production. Safety is our number one priority and we are looking for a person able to assist us with the many day to day tasks of maintaining our safety program and moving it forward. The successful candidate will be someone who is adaptable and flexible, to provide ongoing health and safety support and guidance to all our staff. This position reports to our Manager of Health, Safety, and Training.

Qualifications

- Familiarity with Health and Safety Legislation
- Training in Health and Safety. This would include courses, diplomas, or certifications in relevant areas
- Strong verbal and written communication skills
- Strong interpersonal skills
- Strong computer skills; familiarity with OS X familiarity, Microsoft Office and other productivity software
- Organization and thoroughness would be considered an asset
- Ability to work well in a team environment as well as individually
- Work experience in the field would be considered an asset but not required

Responsibilities

- Primary focus of the position is the creation, updating, and editing of safety and training materials, working with our Manager of Health, Safety, and Training, our Safety Coordinator, and our supervisor team
- Booking training and recording certificates to ensure employee training is up to date
- Completing Workers Compensation Board paperwork and working with case workers to administer claims
- Assisting with recording and reporting Health and Safety statistics for our leadership team
- Communicating important information to the applicable people either verbally or by email
- Managing inventory and ordering for PPE, safety supplies, etc
- Attending Health and Safety Committee meetings and taking minutes
- Safety orientation for new hires and updating of their medical forms

This position is full time, Monday through Friday, with the occasional Saturday. The hours for this position are 8:30AM to 5:00PM.

Please email covering letter and resume to: jobs@spruceland.ab.ca