



Safety Coordinator

Argo Sales Inc. has an immediate opening for a Safety Coordinator located in Medicine Hat, Alberta. Reporting to the Corporate HSE Advisor, to advise and assist Health and Safety initiatives for Medicine Hat. The activities to be carried out shall include but are not limited to:

Key Responsibilities:

- Update and communicate safety requirements
- Support the Branch Manager and Operations Manager in their response to health and safety concerns that may impact their worksite and/ or the Company.
- Involved in facility inspections to detect existing or potential incidents and hazards, assist on collaborating to determine corrective or preventative measures where indicated, and follow up to ensure measures have been implemented
- Provide information, signs, posters, barriers, and other materials to warn of potential and actual hazards
- Communicates investigation of incidents and injuries to Corporate HSE Advisor and document them electronically
- Maintain safety files and records, both paper & electronically
- Work with the Corporate HSE Advisor to maintain written safety programs and reporting requirements
- Set annual safety goals and objectives for the worksite
- Promote safety and health awareness through company communication, including newsletters, safety alerts, safety reminders and specific training programs
- Assist and support in the Annual Audit Process for the worksite
- Monitor all reporting requirements and processes, i.e. Incident Logs, Action Trackers, Training Databases, etc., as necessary for due diligence reporting
- Participate on the established Safety Committee for the worksite
- Assist in facilitating new hire orientations, contractor orientations, and various other training at the worksite as required

Qualifications:

- NCSO or MSO Designation would be an asset
- 3-5 years of experience in HSE activities would be an asset
- Strong computer skills are essential; proficient in Microsoft Office Word, Excel, and PowerPoint
- Well organized, methodical, and proficient in administration practices
- Outstanding communication abilities
- High level of ethics and integrity
- Ability to work in a fast-paced environment
- Superior time-management and problem-solving skills

Submission Deadline:

- April 2, 2018

Please send all resumes to niskujobs@argosales.com