

Position Description

Position (Area): EHS Administrator (Admin/Plant)

Employment Type: Full-Time

DECAST is leading the Canadian infrastructure market, including water transmission, bridges, storm and sanitary, tunneling and engineered precast products. DECAST's state-of-the art manufacturing facility is one of the most technologically advanced in the world with the most extensive product line portfolio in the industry. Since 1989, the company has continually expanded, adding new products and entering new markets. Today, DECAST is the largest manufacturing facility for infrastructure products in Canada.

Primary Function

- EHS (Environmental, Health and Safety) Administrator is responsible for support of all environmental matters of DECAST facility, plus the health and safety of all workers

Duties & Responsibilities

Production Support

- Daily monitoring of good health and safety practices
- Aid EHS Manager and all plant managers/supervisors in the implementation of controls such as training, systems, audits and measurements to ensure a safe work environment
- WSIB injury and illness management and trend analysis of all workplace injuries
- HR support functions (monitoring employee injuries, RTW and absenteeism. Aid HR in some benefit administration screening new hires and interviewing)
- Ensure training required for projects and or job roles are provided, entered and filed for all employees
- Promote and ensure all actions are in compliance with the Occupational Health and Safety Act and Environmental relevant standards,
- Hazard analysis and risk management etc.
- Aid in the communication and corrective actions with orders or recommendations that arise from Ministry of Labour, Ministry of the Environment and CFIA inspections
- Provide support to Supervisors in EHS issues and PSR functions at the plant

Training

- Aid in the preparation of training materials and conduct contractor orientation training including specific training as directed (LOTO, CSE, fall protection and WHIMIS, etc.)
- Oversee contractor qualifications and clearance documentation
- Assist with new employee orientation training materials and conduct training
- Assist with the preparation of materials and conduct ongoing training to all employees in all EHS matters (First Aid, Crane Training, Welding Safety, etc.)

Administrative

- Ensure effective functioning of JEHSC meetings. Record meeting minutes and distribution/signing of all documentation
- Aid in writing and then co-ordinate the approval process of Policy and Procedures on related Health, Safety, Ergonomic and Environmental issues affecting the safe operation of the company
- Complete procedure on documentation of WSIB clams (form 7) determining back-to-work plan for affected employee

Education & Experience

- College diploma or university degree in Occupational Health and Safety Management or Industrial Hygiene or related field
- A Minimum of 5 yrs of work experience in maintaining all EHS Program implementations within a manufacturing environment
- CRSP Certification eligible and/or in process of completion the degree is a requirement
- Proficient in presentations and the use of Microsoft Office products
- Good knowledge of HSMS audits, OHSA and provincial regulations
- Knowledge and familiarity in writing standard operation procedures and polices
- Experience with JHSC, WSIB claims management and other regulatory groups
- Excellent organizational skills and strong ability to network with other departments
- Familiarity with WSIB Claims Management, NEER programs and Safety Groups
- Excellent communication skills with the ability to direct the work of others
- Good written and verbal skills
- Good knowledge of federal, provincial, and local legislation related to the environment, health and safety

Working at DECAST

All interested candidates should forward resumes to careers@decastltd.com. We offer compensation above average, a comprehensive benefit plan and an excellent work environment. If interested, please apply for confidential consideration. We thank all applicants for their interest but we will only be contacting those who meet our requirements for an interview. For more information about us: www.decastltd.com