

Position Description

Position (Area): Health & Safety Administrator

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

- The Health and Safety Administrator is responsible for the support of all health & safety programming on site.

Duties & Responsibilities

- Support EHS Manager and plant managers/supervisors with the implementation of programming such as training, documentation and audits to ensure a safe work environment.
- Support WSIB injury and illness management and trend analysis of all workplace injuries.
- Maintain the training records for all relevant projects and/or job roles.
- Aid in the preparation of training materials as directed e.g. employee orientation, LOTO, CSE, WHMIS, etc.
- Maintain contractor orientation, qualifications and clearance documentation.
- Participate in JHSC via recording meeting minutes, distribution/signing of all documentation and follow up as directed.
- Support the development and approval process of health & safety policies, procedures and programming.
- Document and administer claims e.g. Form 7, return-to-work plans etc. as related to WSIB cases.

Education & Experience

- College diploma or university degree in Occupational Health and Safety.
- CRSP Certification eligible or in the process of completion is a requirement.
- Minimum 5 yrs. experience supporting H&S programming in a manufacturing environment.
- Working knowledge of HSMS audits e.g. COR & SGAP, OHS and provincial regulations, WSIB Claims Management, NEER programs and industrial hygiene.

Working at DECAST

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

DECAST Ltd. has an accommodation process in place that provides accommodations for employees with disabilities. If you require specific accommodations, please contact our HR Manager at 705.734.2892.