

Position Description

Position: Health & Safety Administrator

Employment Type: Full-Time

Located in Utopia, Ontario DECAST Ltd. is the leader in the Canadian infrastructure market including water transmission, bridges and engineered precast products.

We are looking for a Health & Safety Administrator to support our Occupational Health & Safety Management System. Our ideal candidate is a subject matter expert with proven experience in audit preparation, development of safe job procedures and training content. If this sounds like a career that you're interested in, we'd like to meet you.

Responsibilities

- Support the Manager of Health, Safety & Training with the implementation of programming such as audit preparation, training development and documentation maintenance to ensure a safe work environment.
- Maintain the training records for all relevant projects and/or job roles.
- Assist in the preparation of training materials as directed e.g. employee orientation, LOTO, WHMIS, etc.
- Participate in JHSC e.g. 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.

Education & Experience

- College diploma or university degree in Occupational Health and Safety.
- Minimum 3 yrs. experience supporting H&S programming in a manufacturing environment or similar.
- Strong working knowledge of HSMS audits e.g. COR and SGAP.
- Strong working knowledge of the Occupational Health & Safety Act.

Working at DECAST

All interested candidates should forward resumes to careers@decastltd.com. We offer above average compensation with a comprehensive benefits plan and an excellent work environment. For more information about us please visit our website at www.decastltd.com