



## **Health, Safety, Environmental Co-ordinator**

**Reports to:** Health & Safety Manager

### **Job Description:**

- Implementation, maintenance and recording of policy and procedures as required by governing bodies and Sierra's management programs.
- Attend start up site meetings to educate, communicate and demonstrate Sierra's commitment to health, safety and environmental programs.
- Update and maintain all H&S training requirements.
- Perform regular site audits to inspect, report and record compliance with Sierra policies, procedure and regulatory requirements.
- Ensure/monitor that proper HSE documentation of policy and procedure is completed by those responsible.
- ISO 14001 and COR Management
  - Maintain/monitor HSE management systems
  - Maintain/update records
  - Assist with annual internal audits of the environmental and H&S management systems for compliance to standards (ISO 14001, COR)
  - Assist with corrective actions and improvements for both standards from audits (internal, external).
- Assist with the Early and Safe Return to Work Program and reporting to the WSIB for all workplace injuries (form 7, Worker Progress, etc.)
- Assist with annual inspections all safety specialized safety equipment (fall protection, confined space, respirators)
- Ensure calibration of required equipment (pipe, rotating lasers, gas monitoring equipment)
- Investigate all incidents for accuracy and causation (near misses, injury, property damage, utility contacts and 3<sup>rd</sup> party damage claims)
- Assist and Prepare safety talks for supervisors to deliver (some mandatory)