

CAREER OPPORTUNITIES



Health & Safety Coordinator (HSC_1804)

Bureau Veritas Mineral Laboratories, servicing the Mining and Exploration industry, offers a wide spectrum of analytical services using Geochemistry and/or Fire Assay methods for metals and mineral testing. If you would enjoy working in a dynamic environment and are looking for an opportunity to become part of a stellar team of professionals, we invite you to apply today.

Position Summary

Reporting to the **Safety, Quality and Process Optimization Director**, the **Health & Safety Coordinator** position is based in Vancouver, BC and is mainly responsible for establishing and coordinating with all Upstream Minerals sites to implement and manage effective Health & Safety programs including the Return-to-Work program, to promote and ensure a safe and healthy working environment. Working some evenings and weekends may be required as needed.

Duties and Responsibilities (include but not limited to)

- Actively involved in the development of a safety culture to prevent/eliminate injuries and accidents
- Conduct/Co-ordinate safety training for new hires, periodic refresher training and safety campaigns
- Involvement or review of accident investigations and assisting in internal and external reporting in a timely and efficient manner
- Ensure accurate and timely reporting on First Aid incidents, Workers' Compensation claims, near misses and corrective actions
- Record, verify, analyze and monitor trends regarding incidents, near misses, inspections, audits and corrective actions
- Prepare monthly management reports
- Identify health & safety related gaps, non-compliances and deficiencies as well as provide management with findings and recommendations for corrections/improvements
- Stay current with ongoing updates in safety regulations, laws and/or reporting requirements of all provinces and make revisions/updates to policies and implementation as needed
- Assist in the implementation of ISO 45001
- Comply with all company policies, OHS and other legislated regulations, laboratory safety procedures and applicable Management System SOPs
- Other duties as required or assigned

Experience and Qualifications:

- Minimum completion of some college level education
- Completion or in the process of completing Occupational Health & Safety management program/diploma/certificate preferred
- Some experience in Health & Safety management an asset
- Excellent communication and interpersonal skills (able to deal with both internal and external issues tactfully and efficiently in a fast-paced dynamic environment)
- High level of confidentiality and respect of personal information and company policies
- Strong analytical, organizing and time management skills
- Excellent written and numerical skills with strong proficiency in MSOffice (WORD, EXCEL, PowerPoint)
- Able to work independently and as a part of a team

If you feel that you are the right person for this position please forward your resume by email, quoting reference **HSC_1804** to: hrdept@ca.bureauveritas.com

Bureau Veritas is an equal opportunity employer

Please note that applications without the job reference# will not be accepted.
Candidates applying for Canadian job postings must be authorized to work in Canada.