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**JNE Group of Companies** is a full-service, multi-disciplinary engineering and construction services firm headquartered in Hamilton, Ontario, Canada, Pittsburgh, Pennsylvania, and Detroit Michigan USA. Our experienced and specialized teams work globally with a diverse client base – from concept through to engineering and procurement, as well as construction and project management services.

We are currently seeking a full-time **Health and Safety Coordinator** to work out of our Hamilton office.

If you have the ability to effectively guide, co-ordinate, and educate others; If you are organized and have a continuous improvement mindset, this career opportunity is for you!

### **Role and Responsibilities**

- Coordinate Safety Groups and/or any other safety related external program as directed by the, H&S Supervisor
- Coordinate off-site safety meetings, training, reviews, audits, etc.
- Participate in all aspects of the COR™ Auditing Process (both internal and external)
- Coordinate safety auditing, investigations, inspections
- Manage the corporate ergonomic program
- Assist in the management of all submitted safety documentation
- deliver and update (as required) safety orientation to new workers and/or existing workers as required
- Deliver, and update (as required) other safety related training as knowledge base allows
- Develop and coordinate Safety Talks among the various business units
- Maintain and coordinate monthly, quarterly, annual safety statistics and metrics
- Participate in the JH&SC meetings as required
- Manage safety bulletin boards, develop job site safety boards for distribution
- Manage inventory levels of personal protective equipment
- Audit, maintain, write and revise corporate H&S policy as required
- Perform independent safety field work as required
- Participate in and/or coordinate job safety analysis, risk analysis, physical demands analysis, pre-start reviews and any other safety assessment process as required
- Act as an internal customer service center, liaison with employees /supervisors /managers, anticipate safety needs and respond pro-actively
- Remain updated on current all safety legislation, policy, procedures, standards and processes
- Engage in continuous improvement initiatives
- Complete other tasks as assigned

### **Qualifications and Education Requirements**

- 4+ years' progressive health and safety related experience required
- Related college diploma required
- Trained as an IHSA COR™ Auditor Required
- Level 1 and 2 JHSC training required
- Previous experience in construction/manufacturing/fabrication
- First Aid Certified required
- Trained as an IHSA COR™ Auditor (Required)
- Familiar working with and maintaining 3<sup>rd</sup> Party H&S Providers (Avetta, Cognibox, ISNet etc) (required)
- Field experience as a safety advisor (Asset)
- Formal training in adult education (asset)

- Strong computer skills (MS Office Suite) (required)High degree of attention to details (required)
- Able to work independently (teleworking) and as part of a team (required)

**JNE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**Please send your resume to [jnehr@jnegrp.com](mailto:jnehr@jnegrp.com)**

**We invite all interested individuals to apply. Only those selected for an interview will be contacted.**

**Job Type: Full-time, Permanent**