

Job Title: EHS & Training Coordinator

Location: Williams Lake Power Plant

Reports to: Plant Manager

Summary: This position reports to the Plant Manager and will have functional responsibilities to the Regional H&S and Environmental Regional Managers. The successful candidate will be required to interact effectively and routinely with all plant staff.

Position

- Directly support the Plant Manager to ensure and facilitate compliance with local and Corporate EH&S rules and regulations
- Help facilitate development, implementation and administration of all site specific EH&S programs, as well as Corporate and Regional EH&S initiatives
- Facilitate the organization, delivery and tracking of all plant based Operations and EH&S training and manages employee training tracking process;
This includes:
 - *Setting training requirements, standards of safety and performance, evaluation and sign off procedures for operator positions*
 - *Developing electronically-based training manuals, checklists, tests and other documents and maintaining and electronic training database*
 - *Performing skill assessments of operators and recommending training*
 - *Assigning qualified operators to conduct “one-on-one” training*
 - *Scheduling operator training based on department needs, and executing the training program so that training targets are achieved*
 - *Signing off on trainees after they have completed training program requirements and met established standards of performance*
 - *Scheduling refresher training as required*
 - *Delivering classroom-based training sessions as necessary*
 - *Searching out and recommending external training resources and coordinating the delivery of externally delivered training*
 - *Completing and filing all training records, documentation and training department monthly reports*
- Maintain alignment between site and Corporate/Regional EH&S goals/objectives/activities
- Conduct, document and maintain records of regulatory compliance inspections, and reporting
- Work with plant leadership/Joint H&S Committee and employees to develop plans for resolution of identified EH&S issues
- Schedule and conduct site EHS inspections, perform records documentation and provide corrective action response recommendations and tracking
- Support and participate in incident investigations/Root Cause Analyses (RCA's)
- Develop monthly safety meetings calendar and associated content and assist with the presentation of various topical information as appropriate in order to provide required and appropriate EH&S training and to promote safety and hazard awareness
- Conduct new hire and temporary employee EHS training
- Support and participate in Joint H&S Committee meetings through meeting attendance, inspection team leadership, findings documentation and corrective measures development and closure tracking
- Gather and organize pertinent information, statistics and figures to be presented in the form of EH&S metrics
- Maintain EH&S files and inventory of EH&S forms, supplies, materials and equipment for program use

- Support and participate in plant EH&S audits
- Collect data and assist in regulatory reporting and permit renewal applications
- Specify and coordinate distribution and use of safety supplies including PPE
- Coordinate Contractor Safety Pre-Qualifications and Site Specific Orientations
- Manage hazardous and non-hazardous waste inspections, identification, containerization, consolidation, labeling, accumulation and shipment for disposal and maintain records of such
- Collect, document and record site EH&S monitoring including, but not limited to, area noise/light measurements and storm water samples
- Assist in the performance of risk assessments to determine the potential hazards of new processes and projects (capital projects and others)
- Assist in the process to identify and approve any new chemical under consideration for use at the facility
- Maintain a current and accurate MSDS database
- Develop and implement emergency evacuation plans and procedures and conduct drills

Requirements:

- Diploma in an Environmental or Health & Safety discipline, CRSP, or candidates enrolled to attain either preferred
- Minimum 5 years of applicable work experience in an Operations environment, or minimum 2 years' experience with the development and implementation of an EHSMS or program
- Effective knowledge of the current EH&S regulatory framework and legislated requirements
- Awareness around ISO Standards for EH&S – 14000 & 18000
- Prior experience in delivery of classroom-based training in an adult learning environment
- Strong computer skills with knowledge of MS Office suite
- Competent in the development of written procedures and instructions. Strong written and oral communication skills are necessary.
- Ability to interact with all levels of management and the hourly employees
- Able to make objective evaluations of safety problems and suggest abatement methods

Physical Requirements:

- Ability to hear and use close range radios
- Ability to lift, push, pull, and carry items up to 50 lbs.
- Ability to reach with hands and arms above shoulder level and at shoulder level
- Ability to walk, stand, stoop, kneel, and bend for prolonged periods of time, including across uneven ground such as the fuel pile
- Able to grip and manually manipulate, often with repetitive motion, items such as, but not limited to, hand tools and machine parts
- Strong field of vision including visual depth perception and ability to distinguish colors
- Ability to climb ladders up to 75' high and stairs to perform assigned tasks.
- Ability to raise or lower objects from one level to another regularly during the shift
- Comfortable working in confined spaces and at heights
- Use of all PPE, including respirators
- Ability to work in demanding physical and inclement weather conditions