**Health and Safety Coordinator**

**ATOM-JET INDUSTRIES** is a custom machining and advanced manufacturing company in Brandon, Manitoba. Atom-Jet has been in business since 1962.

Atom-Jet Industries has a reputation for producing quality products and recently celebrated its 60th year in business.

Atom-Jet Industries is currently seeking a self-directed, motivated, and committed team member for the position of **Health and Safety Coordinator.**

*Benefits*

Atom-Jet recognizes that the people within our team are our most asset, because of this Atom-Jet provides its employees with:

1. A comprehensive benefit package, at no cost to our employees.
2. Pension matching
3. Competitive salaries and wages
4. Work life balance
5. Regular social events

*Job Summary*

The Health and Safety Coordinator will be responsible for coordinating, preparing, and supporting all Health Safety related duties at Atom-Jet Industries. The individual will act as the workplace resource to protect people, property and environment against harm or damage. The promotion of a positive safety culture at Atom-Jet Industries, along with a zero-harm philosophy, are paramount to the success of the program.

*Duties and responsibilities*

* Work with all levels of the organization (management, supervisors, workers) to promote a positive and pro-active safety culture.
* Ensure WHS Legislation and Regulations, Atom-Jet Policies and Procedures are being communicated during safety meetings.
* Ensure that all Atom-Jet Industries policies, safe work practices and safe work procedures are current per legislated requirements.
* Responsible for ensuring all documentation completed by employees (e.g., Hazard Assessments, Inspections, Near Misses, Incident Reports) are recorded and any required corrective actions are implemented.
* Coordinate and document the activities of the Joint Health & Safety Committee, including quarterly inspections and meetings.
* Ensure that all required external reporting (WSH) is documented and completed within the required time frames.
* Create and facilitate internal Safety and Health related training, including new hire orientations.
* Coordinate required new and expiring internal and external Health and Safety related training.
* Maintain Health and Safety training matrix.
* Manage WCB claims and RTW programs.
* Ensure Contractor certificates of Insurance and WCB information is maintained.
* Maintain a current WHMIS product inventory and Safety Data Sheet records.
* Perform annual gap analysis of the Atom-Jet Health and Safety program relative to the Manitoba SAFE Work Certified criteria.

*Other Accountabilities include:*

* Work with the goal of continuous improvement of the Atom-Jet Industries Health and Safety Program, and towards achieving compliance with the Manitoba ‘SAFE Work Certified’ criteria.
* Keep current on all amendments to applicable legislation, regulations, and industry standards.
* Assist with ISO Certificate audit maintenance.

*Requirements*

**Experience:** 2 years’ experience in the Health and Safety field. Preferably in a manufacturing environment.

**Education:** Health and Safety Administrator designation / Health and Safety Education Certificate / Workplace Health and Safety Committee Co-Chair / NCSO training would be an asset but is not required.

**Skills:** Extensive knowledge of MB Workplace Safety and Health act and Regulations, and safety management.

Strong interpersonal skills, detailed orientated; ability to interact with all levels of management.

Organized and self-motivated.

Advanced computer skills with proficiency in MS Office products.

Strong verbal, analytical and written skills.

**Attributes:** The ideal applicant will be self-directed, solution oriented & people focused. This position also requires strong communication & interpersonal skills, with a focus on ongoing improvement within the Health and Safety Program.

Please forward resumes via email to hr@atomjet.com attention, **Health and Safety Coordinator**