



CAREERS

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.



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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**