

OHS Coordinator – BBY20171214

Join an exciting team, selected for the 2017 Information Communication Technology (ICT) Ready to Rocket List (www.rocketbuilders.com), that has been operating since 2012 and is soon to be over 100 people. You will have the opportunity to work as part of a multidisciplinary team that is reshaping how internet and phone companies design and deploy fiber optic networks throughout cities. Encepta's emphasis is on how you get the fiber optic cables from A to B using telephone poles or conduits as support structures. We do not address the higher level networking and actual transmission of the signal through the fiber. Our technology-centric approach to telecommunications outside plant design is built upon the use of tablets and our proprietary apps/software to collect measurements and GPS locations of the poles.

The OHS Coordinator will perform a strategic and hands-on role by providing guidance towards the Health and Safety program to office and site/project groups. This position will work with the Management team and the Joint Health & Safety Committee to assist and provide ongoing direction and expertise that contributes to the company's safety culture, behaviour and expectations that "all accidents are preventable."

Encepta is a vibrant, empowering young company with a flat structure that facilitates autonomy and creativity.

Position openings in Burnaby, BC, Head Office

KEY DUTIES / RESPONSIBILITIES:

- Provide comprehensive safety support in such areas as record keeping and tracking;
- Prepare safety reports, participate with incident and accident investigations, assist and/or carry out safety audits and ensure follow-up;
- Participate in the development and application of preventive programs, health and safety programs and OHS action plans in collaboration with management and staff;
- Ensure OHS processes are adhered to (audit / assess) in accordance with company policy, programs, procedures and legislated WorkSafeBC and WCB Alberta regulations;
- Process WorkSafeBC and WCB Alberta claims and assist with Return-to-Work programs;
- Coordinate with the Joint Occupational Health & Safety Committee for site inspections and safety training;
- Schedule and organize safety training, prepare materials and conduct project/site specific health and safety orientations for new employees;
- Process monthly fleet maintenance and asset management of inventory;
- Research and develop new processes and technology;
- Some travel maybe required;
- Uphold and promote adherence to Training, Operating and Health & Safety Procedures; and
- Other duties as requested by manager.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- OH&S Certificate completion from a recognized post-secondary institution;
- 2+ years of health & safety experience, or combination of health & safety and trades experience; background in the telecommunications and/or construction industry, would be an asset;
- Experience developing and enhancing job hazards analysis, risk assessments and safe work practices;
- Strong communication and problem solving skills, with the willingness to take initiative and act with minimal planning;
- Occupational First Aid Level 1, an asset;
- Proficient experience with Office 365, tablets and apps;
- Valid Class 5 drivers license; and
- Applicants designated or working towards CRSP, CIH, ROH, CSP, NCSO or NEBOSH designations are encouraged to apply.

To apply, please send your resume and cover letter to joinourteam@encepta.net with subject: "OHS Coordinator – BBY20171214". We thank all applicants and those short-listed will be contacted.