



JOB OPPORTUNITY

ENVIRONMENTAL, HEALTH & SAFETY COORDINATOR

DATE POSTED: May 17, 2010

CLOSING: May 31, 2010

NUMBER OF VACANCIES: 1

SHIFT: Day

DEPT: Administration - Associate Services

TYPE: Permanent

A. JOB OVERVIEW

To develop, implement, and monitor MAPCAN's, Environmental, Health and Safety policies and procedures establish by the management team. Assist and advise MAPCAN operations in their day to day management of all aspects of Health and Safety.

B. FORMAL QUALIFICATIONS

- Minimum post secondary education in Occupational Health and Safety or related studies – additional education in Environmental studies or CRSP designation an asset
- Minimum 5 years experience in an Environmental, Health and Safety role.
- Minimum 5 years experience in a manufacturing environment – preferably molten metal experience – automotive or Aluminum foundry experience an asset.
- Computer proficiency in Microsoft Word, Excel, Powerpoint, Access and Lotus Notes – knowledge of Project an asset.
- Certified in CPR and emergency first aid or able to be certified prior to commencing employment.

C. TECHNICAL COMPETENCIES

- Extensive knowledge of relevant regulations, codes, legislative requirements relating to OSHA, CSA, WSIA, and the NIOSH.
- Expert knowledge of the molten metal environment and its operations (i.e presses, casting, etc).
- Excellent mathematical, organizational, verbal and written communication skills.
- Competent emergency first contact and first aid skills.
- Excellent problem-solving, interpersonal and employee relations skills.
- Familiar with ISO 14001 and OHSAS 18001 standards.
- Understanding of the principles and application of ergonomics. Superior physical and muscular assessment skills.
- WSIB claims management experience.
- Superior adult education and presentation/training skills
- Working knowledge and previous experience with WSIB Workwell Audit requirements.

D. KEY JOB RESPONSIBILITIES

The duties and responsibilities of the EHS Coordinator are detailed below, but not limited to the following:

Health and Safety:

- Monitor and advise on plant safety as to working conditions and practices with respect to safe operations, occupational hygiene and the control of designated substances. Perform unplanned safety inspections on an on-going basis.
- Monitor, advise and promote new and revised legislations and remain current with the latest safety requirements and documents.
- Observe standards for safe working conditions as outlined in the Occupational Health and safety Act as well as policies and procedures outlined in the Associate Handbook.
- Implement EH&S programs policies and standards used by associates, team leaders, and managers in accordance with legislative and corporate guidelines.
- Audit pre-use inspection checklists for timely completion; responds to any unsafe conditions noted or requested by a team member or team leader during a pre-use inspection.
- Ensure availability and relevance of EH&S programs and ensure that all plant personnel are properly trained in EH&S programs, policy and procedures.
- Conduct safety orientation and training to new and temporary employees as outlined under the appropriate acts and or Associate handbook.
- Present safety orientation to new associates including WHMIS, Spill Response and Lock-out training.
- Investigate plant to provide advice and make recommendations on improving EH&S conditions in the workplace through implementing changes to existing programs or the requirement of new programs.
- Review all accidents/incidents, near misses. Provide recommendations and follow up as required.
- Investigate plant accident/incident reports and provide leadership in developing corrective actions.
- Maintain and analyze monthly accident statistics.
- Provide accurate monthly documentation of frequency, severity, lost time, WI and LTD data.

- Coordinate Early and Safe Return to Work Program with Human Resources.
- Assist Human Resources to effectively provide claim management of WSIB through timely submission of WSIB Form 7, applications for SIEF, addressing SIEF objections, follow-up, and Early Return to Work Program.
- Maintain all ergonomic assessment information and work with the engineering and manufacturing departments to ensure ergonomic assessments and action items are in place.
- Maintain all Physical Demands analysis and hazard assessments. Participate in Risk Assessment and Job Hazard Analysis activities. Ensure team members are trained regarding Risk Assessment and Job Hazard Analysis findings.
- Conduct EH&S training and awareness meetings and co-ordinate training from outside sources.
- Facilitate joint health and safety committee meetings. Maintain minutes of meetings. Ensure all open issues are closed in a timely fashion. Consistently follow up on open issues.
- Survey the effectiveness of EH&S programs in place to ensure that programs are able to meet target EH&S objectives through annual audits.
- Liaison with customer Health and Safety department for communications and audits and ensure action plans are developed in response to safety audits.
- Responsible for the Workwell Audit; Environmental Audit and Health & Safety Audit.
- Ensure Health & Safety communication board material is created, current and posted according to MAPCAN policies.
- Monitor and update the Material Safety Data Sheets to ensure more current information is held.
- Schedule annual Fire Drills, Physicals and Hearing Tests.
- Manage the prescription safety eye glass program and the safety shoe truck program.
- Ensure PPE is available to all employees and visitors. Monitor stock and place replacement orders.
- Responsible for the Heat Stress Program. Ensure all cooling aids are available for employees. Monitor the temperature within the plant and make recommends when additional breaks are required. Communicate and document safe work requirements to contractors performing work on-site.
- Assist Managers and Team Leaders to evaluate team member's safety performance.
- Advise Management when there has been a violation of the Occupational Health and Safety Act and/or MAPCAN safety requirements to ensure Supervisors and Managers take disciplinary steps.
- Responsible for reviewing new and modified equipment / processes for compliance to MAPCAN's safety requirements.
- Perform documented Lock-Out Audits in accordance with the MAPCAN's Lock-Out Policy.
- Enforce safety policies by conducting (monthly) inspections, reporting statistics, counseling managers and team leaders.
- Familiarize outside contractors with policies by discussing health and safety rules and regulations pertaining to the area of work that they will be involved in and making sure procedures are understood; proper paperwork is signed and complied with.
- Advise the leadership team on all issues relating to Environmental, Health and Safety.

Environmental:

- Ensure WHMIS compliance.
- Demonstrate MAPCAN's environmental compliance, ISO and customer specific demands to customers
- Implement and maintain OHSAS 18001.
- Maintain all environmental regulations and laws applicable for the province of Ontario and Canada.
- Develop and implement corrective action plans resulting from customer or the Ministry of Environment's inspections/audits.
- Conduct all training relevant to the implementation of the OHSAS18001 system.
- Coordinate the 3R program including annual 3R audits.
- Coordinate noise measurements and audits.
- Coordinate the sampling of waste streams such as sanitary/storm sewers and compressed air blow down liquid waste.
- Coordinate testing of environmental hazards.
- Maintain MAPCAN's spill response plan, evacuation and emergency response plans.
- Fulfill customer demands for control of restricted materials.

Other Responsibilities:

- Follow the guidelines and rules as set out by the Associate Handbook and MAPCAN policies and procedures.
- Accept additional responsibilities as assigned by the Plant Manager or senior management team.
- Some overtime and travel required to complete projects by the necessary deadlines.

If you are interested in applying, please send one copy of your resume and cover letter by e-mail to careers@mapcan.ca

We wish to thank all applicants for their interest in MAPCAN, however, only those candidates selected for interviews will be contacted.