



Senior HSE Coordinator

Position Information

Position Title Senior HSE Coordinator	Company Menard Canada Inc.	Location Richmond BC
Reports To West Division Director / Safety Manager	Current Incumbent N/A	

I. Description of Department

The position is within the Corporate HSE Department. The HSE Department is responsible for National requirements. This requires provincial administration of Safety Program

II. Objective of the Position

The Senior HSE Coordinator will be responsible to support Menard Canada Inc. operations throughout British Columbia and any project followed by the West Division Management. This includes working and assisting Branch Managers, Project Managers, Safety Manager in all aspects of Health, Safety and Environmental matters to ensure safe execution of a given project. The individual is to be versed in BC OHS legislation with a good working knowledge of WCB requirements.

III. Major Functions

Percent of Time	Function
20%	<ul style="list-style-type: none">Coordinate the implementation and maintenance of Menard Canada Inc. OH&S Program. Support the development, implementation and compliance with regional safety policies and programs to ensure compliance
10%	<ul style="list-style-type: none">Improve on company Safety results by leading and motivating site personnel to comply with safe work procedures, rules, and regulations
5%	<ul style="list-style-type: none">Conduct internal audits/ inspections of sites, equipment, vehicles and communicate findings to ensure operations are audit ready
5%	<ul style="list-style-type: none">Provide required monthly reports to management, identify trends, recommend initiatives to reduce incidents and mitigate losses to the organization

5%	<ul style="list-style-type: none"> Assist in completing Safety Documents for critical jobs in conjunction with supervisors and specified employees
5%	<ul style="list-style-type: none"> Provide and arrange for the necessary training required for all Menard Canada personnel
5%	<ul style="list-style-type: none"> Conduct Incident Accident Investigations to determine Root Cause and implement the necessary Corrective Action plan
5%	<ul style="list-style-type: none"> Oversee the Claims Management procedure and ensures the effective implementation of a Return to Work Program providing guidance and support to the supervisory team
10%	<ul style="list-style-type: none"> Attend site visits and safety meetings as required by the contractors Support Operations Team Leaders and Managers by participating in investigation processes and support the implementation of follow-up action plans.
5%	<ul style="list-style-type: none"> Liaison between Menard Canada personnel, WCB, clients, suppliers, and subcontractors as required
5%	<ul style="list-style-type: none"> Manage and consolidate any item/stock related to HSE department
10%	<ul style="list-style-type: none"> Support Management team in improving/developing Company HSE documentations. Review HSE requirements at project tender stage
5%	<ul style="list-style-type: none"> Lead and promote provincially any Safety Software / program used by Menard Canada
5%	<ul style="list-style-type: none"> Assist Corporate HSE Manager in any other safety related initiatives

IV. Independence / Supervision

Capable to work independently on any Menard Canada Inc. worksite. Senior HSE Coordinator will support production teams, project managers and the safety of all the individuals and mentor employees. The position reports to the Western Division management and Corporate Safety Manager.

V. Knowledge, Skills, Abilities and other Requirements
A. Knowledge

- Post-secondary education in related discipline preferred or an equivalent combination of training, education and experience
- Working knowledge of B.C. Occupational Health and Safety Act (OHSA), regulations and code
- Knowledge of Risk Management Principles.
- Experience in auditing health and safety management systems

Level Required

Advanced: As a recognized expert among those in the field, applies a high degree of knowledge of the overall field; applies principles, practices, and procedures of a particular field within the discipline to complete difficult assignments.

B. Skills

- Strong written and communication, interpersonal and motivation skills
- Proficient in Microsoft applications
- Strong organizational skills

C. Abilities

- Ability to work with minimal supervision
- Ability to prioritize

D. Other Requirements

- Class 5 driver's license
- C.S.O Designation