

CAREER OPPORTUNITY

HSSEQ - Specialist

JOB SUMMARY

The Health, Safety, Security, Environment & Quality (HSSEQ) Specialist will be responsible for improving and supporting a positive HSSEQ culture and driving behavioral change. Additionally, the HSSEQ Specialist will be responsible for the development and implementation of all HSSEQ legislation and policies and the management of HSSEQ systems.

KEY RESPONSIBILITIES

1. Develop working practices that are safe and comply with HSSEQ legislation.
2. Carry out internal and external site inspections to ensure policies and procedures are being properly implemented and adhered to.
3. Ensure the implementation of the Company's Fire and Evacuation Procedure and monitor its effectiveness by undertaking fire evacuation drills on all sites at least twice per year.
4. Promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations.
5. Ensure that Policy Statements/Fire Plans and Fire Risk Assessments are produced and quality assured.
6. Devise, develop and monitor effective Risk Assessment management strategies and make recommendations on the implementation of these strategies.
7. Advise staff and Managers of any changes in HSSEQ Legislation and Codes of Practice.
8. Partake in investigation of all accidents and near-misses, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action.
9. Define quality procedure in conjunction with operating staff and monitor performance by gathering data.
10. Partake in audits to ensure conformity with Standards.
11. Empower individuals and teams to drive Quality Management activities.
12. Ensure that the Company's Quality Management System conforms to ISO 9001:2015 and regulatory/legal requirements.
13. Ensure adherence to all management systems including, ISO 9001:2015 and OSH with an understanding of the company Quality and Environmental policies and procedures.
14. Perform any other job duties as required by the job function.

PERSON SPECIFICATION

Minimum Education and Qualifications

1. Degree in Occupational Health, Safety and Environment from a recognized institution.
2. NEBOSH National General Certification in Occupational Health & Safety.
3. ISO 9001:2015 Lead Internal Quality Auditor Certificate.

Experience

1. A minimum of four (4) years' working experience in Health, Safety, Security, Environment & Quality.
 2. Supervisory experience of at least one (1) year will be an asset.
- Or any equivalent combination of qualification and experience*

Competencies

1. Proficient with MS Office – Word, Excel and PowerPoint.
2. Demonstrate an excellent understanding of all current OSH legislation.
3. Ability to work as a member of a team, but also capable of working alone to tight deadlines as appropriate.
4. Ability to manage multiple safety projects and analyze multiple studies simultaneously.
5. Excellent interpersonal skills.
6. Ability to conduct and deliver stand up presentations related to HSSEQ.

Physical Requirements:

1. Ability to lift and/or move at least 10lbs.
2. Ability to stand for long hours occasionally.
3. Ability to be reactive.
4. Must be able to speak, hear, see, read, write, and bend.
5. Ability to work indoors and outdoors.

Applications must be emailed to talent@procomtt.com by February 16th, 2019

