



The Almac Group of Companies is headquartered in Edmonton, Alberta and is celebrating its 29th year of providing superior products and services to the Oil Sands, Mining, Power Generation, Pulp & Paper, Oil and Gas related industries throughout Western Canada. Our companies design and manufacture machinery, parts and assemblies; provide shutdown and machinery repair services in our shops and at customer sites; manufacture and recertify vacuum and hydro vacuum equipment, and also offer a wide variety of cost effective products for wear and corrosion protection. Our company provides our people with a safe working environment which fosters innovation, commitment and career development. Due to increased growth, we have the following exciting opportunity available:

Health, Safety, Environment Officer

Competition #2008-09-MM

This position is responsible for maintaining our corporate safety program, including our Health & Safety Management System and Certificate of Recognition (COR).

RESPONSIBILITIES:

- Prepare and administer all policies and procedures with regards to safety
- Travel to all field service sites when required to do a site hazard assessment, tailgate safety meetings and work with customer safety personnel
- Work with WCB to reduce our employer premium rate
- Work with employees to reduce the risk of injuries
- Train all employees in the reduction of high risk management
- Set up a training program and conduct training to allow the employees the tools required to do the job; i.e. forklift training, overhead crane training
- Set up first aid areas in all departments
- Work with OH&S to make sure Almac Group of Companies are compliant with the government guidelines
- Create daily safety sheets/checklists; i.e. forklift, overhead training
- Indoctrination and training with all new employees as required.
- Assist with Drug and Alcohol program
- Work with a certified partner to prepare for an annual audit
- Ensure Almac Group of Companies receives its Certificate of Recognition in the COR program
- WCB Claims Management
- Incident investigation
- Ensure that all of Almac's safety policies and OH&S regulations are followed

MINIMUM REQUIREMENTS:

- Health and safety certification and/or diploma or in the later stage of completion
- 3-5 years experience in a health and safety field
- High school diploma
- Proficient with MS office and good computer skills

DESIRED SKILLS:

- Ability to handle multiple tasks and frequent demanding deadlines
- Strong work ethic and organizational, planning skills
- Ability to manage conflict

If this position sounds like a match for you, please submit your resume to:
Human Resources, quoting job competition number and ad source by: email jobs@almacmachine.com or
fax (780) 437-3507.

We thank all applicants for their submission but only qualified candidates will be contacted for an interview.

Visit our website at www.almacmachine.com