

CAREER OPPORTUNITY

PROJECT HSE COORDINATOR



Our Core Values are:

1. Integrity
2. Innovation
3. Fun
4. Safety
5. Sustainability

RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and experienced HSE Coordinator to join its team in Vancouver, BC. The successful candidate will be an individual that enjoys a challenging, professional and dynamic workplace and contributing to the success of a hardworking team.

➔ More About This Role

As a HSE Coordinator, we are looking for someone with exceptional communication skills. The ideal candidate will be self-driven, highly organized and will exceed expectations in the realm of program and process development, training, writing and reporting skills, scheduling and time management.

Additional responsibilities of daily operations include:

- Be the first point of contact for all HSE matters at the project site;
- Represent Prime Contractor in a Multiple Employer Workplace;
- Responsible for working with RAM Corporate Safety and the project teams on the development, implementation, operations and overseeing of Project Safety Programs.

- Review, evaluate, and analyze work environments and design site-specific programs and procedures to control, eliminate, and prevent injuries.
- Assist Project and Construction Managers and other project members in championing and enforcing safety regulations and codes.
- Document and analyze safety metrics and conduct/review incident reports to discover trends to assess appropriate resources to areas where the safety risk is highest.
- Direct and review the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs for sub-contractors.
- Maintain records, prepare reports and compose correspondence relative to safe work procedures.
- Prepare and submit weekly and monthly inspection activity reports.
- Review incident reports to detect problem areas related to employee safety. Gathers evidence and prepares reports on code violation complaints and incidents/injuries.
- Maintain administrative control of records related to safety and health programs.
- Conduct jobsite surveys on a regular basis to detect code violations, hazards, improper work practices and recommend corrective actions.
- Conduct training, orientation, toolbox and safety meetings for new hire employees, subcontractors, contractors, consultants and other site visitors as necessary.
- Provide advice and recommendations to management, sub-contractors and other client groups on a broad range of occupational safety issues and decisions.
- Implement and act as a resource to the JOHS committee as required by WSBC and OHS legislation.
- Attend and participate in site safety and toolbox meetings on a regular basis.
- Maintain office supplies, safety equipment and earthquake inventory.
- Support or leading Proposals and/or responding to opportunities relating to Safety Services

➔ Ideal Candidate Requirements

- 3+ years in an HSE role for heavy civil or industrial construction;
- Completed OHS certificate or diploma;
- CRST or CRSP designation or actively working towards;
- Intermediate skills with Microsoft Office programs (Word, Skype, Outlook, Excel, PowerPoint and SharePoint);
- Keen attention to detail and exceptional communication skills when preparing business correspondence (verbal and written);
- Self-motivated who takes initiative independently, and strong team player in a collaborative environment;
- Ability to prioritize, multi-task and meet deadlines.
- Pleasant, calm demeanor and customer-service oriented;
- Strong work ethic, ability to use tact and good professional judgement;
- Class 5 Driver's License and Vehicle

➔ Why You Should Join RAM

- Tuition Reimbursement and Career Planning
- Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

For three consecutive years, RAM has made *Canadian Business and Maclean's* Growth 500 ranking of Canada's Fastest-Growing Companies. Ranking Canada's Fastest-Growing Companies by five-year revenue growth, the Growth 500 profiles the country's most successful growing businesses.

➔ Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

