**Health and Safety Officer**

The Health and Safety Officer will provide expert advice to all staff and promote the Health and Safety program within the company and its contracts.

**Health and Safety Officer Responsibilities:**

* Promote a positive safety culture.
* Review and create hazard assessments.
* Review and create work safe work/operating procedures.
* Assist in safety training and new hire orientations regarding OHS.
* Prepare external and internal audits as necessary.
* Assist in the development of a new program in HS.
* Maintain and update safety documentation.
* Provide HSE technical assistance and recommendations to all levels of the organization.
* Provide administrative tasks for HSE as needed.
* Participate in safety meetings.
* Ensure safety standards are met by local teams.
* Ensure compliance with the most current legislative requirements, both provincial and federal.
* Co-lead incident investigations with local managers.
* Aide in the development of emergency response plans.

**Health and Safety Officer Requirements:**

* Strong analytical skills and attention to detail.
* Ability to work both independently and in a team environment.
* Ability to demonstrate a positive attitude with a high level of professionalism.
* Ability to create documents with Microsoft Office programs.
* Excellent communication skills both written and verbal.
* Must be self motivated with good organizational skills.
* Must also be willing to learn Environmental Legislation as it pertains to operations.
* Completion of 1st year Occupational Health and Safety Diploma Program.