

RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

HEALTH AND SAFETY SPECIALIST

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INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

JOB DESCRIPTION

The Occupational Health and Safety Specialist is responsible for the development, implementation, evaluation and continuous improvement of a comprehensive range of employee health and safety programs and services to meet the goals and legal obligations of Almag Aluminum. These functions include, but not limited to, the assessment, facilitation and evaluation of injury prevention, environmental safety, occupational health and safety, employee and family wellness and the development, implementation, consultation on and continuous improvement of safety policies. The Occupational Health and Safety Specialist oversees all activities of the Occupational Health and Safety department and provides information and insight to management and employees.

Core Competencies

- Critical Thinking
- Active Leadership
- Risk Management
- Problem Solving
- Planning and Organizing
- Negotiation

JOB DUTIES AND REQUIREMENTS

Job Duties

- Plan, develop, implement, coordinate, evaluate, and update Almag Aluminum's occupational health and safety policies, procedures and programs
- Develop annual health and safety plans for the company based on a full review of health and safety-related needs (assessment of hazards, analysis and maintenance of database, audits, changing legislation and best practices) as required by the Ministry of Labour
- Review occupational health and safety legislation, amendments and best practices to optimize occupational health and safety programs
- Provide all levels of the company with advice and insights related to health and safety matters, legislative requirements and best practices in the field
- Assist in representing management in matters of health and safety with the government, health and safety associations and other outside agencies and organizations
- Provide management with reports on WSIB incidents and injuries, lost time injuries, health-related absenteeism and other occupational health and safety information that benchmarks Almag within the industry
- Coordinate and/or provide guidance and direction to occupational health and safety personnel
- Effectively manage return to work programs, working closely with the employee, his/her supervisors and WSIB to ensure the employee's safety and health, as well as ensuring that he or she receives all of the benefits he or she is entitled to
- Provide advice and guidance to Managers and Supervisors to return injured employees (as soon as possible) to productive work following an injury
- Investigate accidents thoroughly and effectively, and then respond appropriately as required, including communicating to, training and following up with supervisors and employees
- Ensure that work refusals are properly investigated and that any necessary corrections to the work processes are implemented and documented
- Liaise with WSIB and insurance providers on all claims, including managing appeals where appropriate
- Develop, arrange, and present safety orientation and training for all new employees, existing employees and visitors to ensure complete and effective understanding of potential risks and expected behaviours within the company
- Develop a matrix for training requirements, maintain records of all health and safety-related training and assist in the development of rollout programs
- Lead an annual health and safety program audit to ensure the effectiveness of occupational health and safety programs
- Develop and manage internal health and safety audits of the company, including risk assessments, at varying levels, and act as a trainer/advisor to internal auditors
- Coordinate inspections, investigations, and occupational health and safety activities within various departments
- Coordinate health and safety supplies by ensuring appropriate supplies are identified and purchased in a timely and cost effective manner and used appropriately
- Support and promote occupational health, wellness and safety department initiatives
- Act as a resource to or serve as a member on the Joint Health and Safety Committee, assisting and providing information and responses on behalf of the company
- Prepare and manage the occupational health and safety budget
- Ensure the documentation and retention of all health and safety-related records for the prescribed time limits
- Perform other related duties as required

Requirements

- Post-secondary school diploma or degree in Occupational Health and Safety or related field of study
- Occupational Health and Safety Certificate, as per the Occupational Health & Safety Act/Regulations
- Minimum 5 years' experience with occupational health and safety management
- Knowledge of occupational health and safety management, applicable federal, provincial and municipal regulations/legislation, Workplace Safety & Insurance Act, the Occupational Health & Safety Act and its regulations and applicable Human Rights
- Knowledge of WSIB/ LTD processes and procedures, including WSIB claims management and related legislation
- Experience with disability management, accident investigation, workplace inspection and job hazard analysis
- Willing to actively participate in continuous professional development throughout the course of employment
- Proven ability to maintain the confidentiality of information and records
- Service and team-oriented leader who pays specific attention to detail
- Proven ability to handle multiple priorities in a fast-paced environment
- Strong analytical, organizational and problem solving skills
- Tact, diplomacy, flexibility, listening and persuasion skills
- Strong verbal and written communication skills
- Proficiency with Microsoft Office
- Demonstrates a desire to lead by example

MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Life and AD&D
- Vision
- Employee Assistance Program
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities