



Health, Safety, and Environment Administrator

Flying Post Camp and Logistics (FPCL) has become well known in the Sudbury and Timmins area. FPCL primary focus is designing and manufacturing remote workforce housing and modular accommodations. We are currently completing a construction project for IAMGOLD Côté Gold Project.

We are currently seeking a **Health, Safety, and Environment (HSE) Administrator** to join our team.

Location: **Gogama, ON**

Position: **HSE Administrator**

Work Schedule: **14 days in and 14 days out-10 hour shift**

Benefits: Health and Dental - after the completion of the 3-month probationary period.

Responsibilities

- Performing Administrative tasks for the HSE department and HSE related systems and processes.
- Maintain physical and electronic filing systems and maintain accurate HSE documentation
- Recording HSE related data and updating database i.e., daily report logs, weekly safety compliance reports, etc.
- Record subcontractors submitted daily HSE documents.
- Update and maintain the training matrix, incident/injury register, environmental compliance reports, and among others.
- Provide administrative support in completing WSIB reporting documents, tracking and coordination of injured worker case management.
- Provide administrative support to HSE professionals with incident case progress tracking.
- Schedule and set up training for employees including Site specific safety orientation, WHMIS, First Aid, AWP, Fall Protection and other site-specific trainings.
- Track and monitor training intakes of personnel to ensure the minimum HSE Training and Requirements are being met.
- Record, maintain, and update HSE site statistics from documents provided by HSE coordinators contributing to trend analysis reports.
- Assist with creation of weekly safety power point presentations for specific contracts under FPCL.
- Provide administrative services in the preparation and documenting workplace inspections with HSE coordinators prior to client issuance
- Record on excel spreadsheet logs, corrective measures raised by HSE Coordinators
- Verify that all information is complete and photocopy worker certification and trade qualification documents. Record the information and maintain training log on excel spreadsheets
- Perform other administrative duties as required

Education/ Qualification

- Minimum 1-2 years of experience in an administrative role within a health and safety environment preferred
- Certificate in Occupational Health, Safety, and Environment Systems or in a related discipline is preferred.



- Ability to always maintain a high level of confidentiality and professionalism
- Highly organized and able to meet deadlines.
- Good communication skills required
- Ability to create reports, formulate worksheets in Excel and interpret data
- Proficient with Microsoft Office tools including Teams, Excel, Word and PowerPoint. (Creating spreadsheets, fillable forms etc.)
- Good time management skills
- Team player who builds effective working relationships with all levels within the organization
- Knowledge of the Occupational Health and Safety Act is an asset.

Other Requirements

- G Class Driver's license with clean driving record (abstract required if hired).
- Must be conversant with OHSA regulations and comply with the site safety plan and rules.

Accommodations:

The project site is a dormitory style accommodations complex with a small gym. Meals are provided, lunches are bagged style and sit-down meal setting for breakfast and supper. Site room and board is supplied by the employer. There will be a bus stop located in Timmins or Sudbury. The bus will transport employees to and from the mine site.

Flying Post Camp and Logistics is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in Flying Post Camp and Logistics. Please note due to the volume of applications only those applicants selected for an interview will be contacted.

If interested, please contact:

Victoria Mackenzie, Human Resources Coordinator

Email address: vmackenzie@flyingpostcamp.com Phone Number: 705-806-3719