



SAFETY SUPPORT CLERK (CAMPBELL RIVER, BC)

On behalf of our client, Wahkash Contracting, a logging contractor located in Campbell River, we are currently recruiting for a Safety Support Clerk to join their team. With logging camps and contracts with some of the largest lumber producers in the world, Wahkash Contracting was founded in 1983 by a group of loggers who leveraged their combined skills to perform stump to dump logging in some of the coast's most remote areas. Over the next 35 years, an opportunity was given to up-and-coming loggers with similar skill sets to take on ownership, building the company into what it is today, an organization committed to safety that prides itself on exceptional service while demonstrating humility and commitment in everything they do.

Reporting to the General Manager, the Safety Support Clerk will provide excellent communication while contributing to a continued safety culture within the company. The Safety Support Clerk will be integral to implementing and supporting the organization's safety culture, policies, and procedures, including risk mitigation and corrective and preventive measures. The ideal candidate will enjoy working with a team dedicated to safety and high standards and will have a highly visible and collaborative style.

RESPONSIBILITIES:

Program Coordination:

- Act as the first point-of-contact for environmental and health inquiries and incidents
- Work with the camp supervisors and assist them with the overall safety of each camp
- Organizing the Joint Health & Safety Committee
- New hire orientations
- Tailgate & Safety Meeting prep and reviewing with crews when in camp
- Ensure that inspections are being done on a regular basis
- Creating and sharing safety alerts as needed
- Explosive and Radio Annual License renewals
- Admin for DropBox, SiteDocs and StarLink
- Update OHS policies and procedures as needed
- Be up to date on current and upcoming WorkSafeBC legislation
- Set up new pickups and equipment
- Annual fire extinguisher inspections – prepping camps for fire season
- Assisting with emergency response drills
- Camp inspections, job observations, employee evaluations
- Monthly trips into each camp

Incident Investigations:

- Incident Investigations
 - Will provide support and help with the implementation of corrective and preventative measures
- Provides suggestions for incident reduction measures



Audits and Data Maintenance:

- Prepare for Annual Safety Audits for multiple companies
- Tracking hours, safety stats and MIR
- Monthly submission of safety documentation for each camp to the licensees
- Training tracking and scheduling
- Maintaining equipment list and grapple yarder locations
- Maintaining recognition program

SKILLS & QUALIFICATIONS:

- Experience in Safety considered an asset
- Have some understanding of WorkSafeBC legislation
- Strong organizational, coordination and communication skills
- Able to work independently
- Strong proficiency in MS Office Products especially with Excel
- Good customer service and training skills
- Strong work-ethic with a consistent ability to perform
- Highly flexible, with solid interpersonal skills
- Attention to detail
- Excellent time management skills

This is a great opportunity to join a company driven by integrity and a high set of standards that offers a low-stress and friendly environment with a work-life balance. If you are a proven problem solver who is not afraid to roll up your sleeves to get the job done and have a strong work ethic, are detail-oriented, analytical and you possess exceptional customer service and communication skills; this is a great opportunity for you. This position will also be well suited if you take pride and ownership in your work, and you want to be part of a dynamic company working within a small office environment in a family atmosphere.

If you feel you have the demonstrated background and are interested in learning more about this opportunity, please forward your resume to kam.ketler@clearchoicehr.ca