



Valard invites interested members of the 24 participating communities on the Wataynikaneyap Power Transmission Project to apply for the following:

Project Safety Admin

Reporting to the Project OHS Manager/Lead, the Project Safety Administrator assists with supporting the Company Health and Safety program by coordinating and assisting with HSE Administrative duties as required.

Key position functions:

- Conduct employee health & safety orientations.
- Assisting with coordination of employee training and testing.
- Document control & file management of safety related documentation. Scanning and entering information on computer.

COVID Screening:

- Morning Daily Temperature Checks
- Scanning and Filing Prescreen Forms
- COVID Screening Tracker Updates
- Filing of Camp Inspections

Incident Tracking:

- Incident Tracker Updates
- Maintaining Corrective Actions Status'
- Redacting and Transmitting Incident Reports

Reporting Deliverables:

- Maintaining Valard and Subcontractor Hour and Stats Spreadsheet
- Communication with Subcontractors for Weekly/Monthly/Quarterly Reporting
- Compiling Statistics Weekly, Monthly, and Quarterly for Client Submittal

Orientations and Training:

- Preparing Orientation Paperwork
- Facilitating Orientations for Valard New Hires and Rehires
- Facilitating Watay Site Orientations for Subcontractors
- Cross Referencing Scheduled Orientations with Aps and Trades Department and Online Training Center
- Liaising with The Training and Orientation Department and Operations to Book Training
- Pulling Training Reports

Subcontractors:

- Manage Subcontractor Status' in ComplyWorks (Adding New Subcontractors, Following Up on Outstanding Items)
- Provide New Subcontractors with Project Documentation, Safety Plans, and Project Safety Information



Meeting Minutes:

- Documenting meeting minutes for Internal and Client Meetings
- Transmitting Minutes When Required

Misc. Administrative Tasks:

- Assemble Foreman Binders
- Update SOPs/SWPs/JSAs When Required
- Scan and File Various Safety Documentation
- Assorted Document Transmittals (Community COVID Plans, E14 Responses)
- Creating Process Docs
- Ordering Safety Documentation
- Assisting with Safety Points Logins
- Updating Safety Boards

Positions available: 1

Closing Date: November 30, 2020

Please forward resumes to watay-resumes@valard.com and projectjobs@oslp.ca

For any questions, please feel free to give us a call: 780-980-5456