

Fort McMurray First Nation Group of Companies (FMFN Group) is the proud business entity of the Fort McMurray #468 First Nation. With over 30 years of experience, FMFN Group has become a leader in providing heavy construction and mining services in the Wood Buffalo Region of Northern Alberta. FMFN Group contributes to our community's overall growth and sustainability by working with local businesses and industry partners.

### JOB DETAILS

Fort McMurray First Nation Group of Companies HSE Advisor reports to the Corporate HSE Manager or designate. The HSE Advisor will be responsible for training, implementation /revision of new and existing policies and procedures as they pertain to the FMFN Group LP HSE Manual. The HSE Advisor will work closely with the department supervisors & managers and assist with safety related administrative tasks. The HSE Advisor will attend team meetings and other meetings as requested. The HSE Advisor is to conduct all activities in a manner that supports the mission, the vision and the values of Fort McMurray First Nation Group of Companies.

This permanent fulltime position will be located at our worksites located in and around the Fort McMurray Region.

**Work schedule: 5 on; 4 off, 12 hours per day, schedule may change due to operational requirements.**

### RESPONSIBILITIES

- Complete and maintain Incident Reports, Field Level Reports, Weekly Performance Reports, and Light Vehicle Inspections
- Annual reviews of Safe Work Practices and Procedures
- Assist in Scheduling and the transportation of employees for 'post incident' Drug and Alcohol testing
- Attend regular "Tool Box Talks"
- Document incidents of employee non-compliance and report to the Manager
- Assist Managers in maintaining and enhancing a safe work environment
- Provide daily verbal or written updates to managers regarding previous day's incidents or any other safety related concerns
- Demonstrated commitment to continuous improvement in a team operating framework
- Participate in high-level system development, maintain safety equipment, attend training, positively and effectively communicate with clients and forward knowledge to superior
- Continuously monitor compliance to the Occupational Health and Safety Code, Personal Information Protection Act, Human Rights Act, and Employment Standards Code
- Understand, use, and maintain any safety equipment or processes related to that equipment as required by FMFNGROUP
- Attend health and safety related training as requested by FMFNGROUP
- Interface with the client in a courteous and professional manner at all times
- Develop and deliver safety meetings and training as required
- Developing and supporting safety strategies, plans policies, practices and procedures for on-site construction
- Conduct work area inspections, behavior-based observations and hazard assessments
- Accompany safety, health and environmental inspectors on walk-through tours
- Document all incidents, safety violations, unsafe conditions, etc.
- Provide On Call safety support as assigned, being available to respond immediately if required
- All other duties as required by management

## QUALIFICATIONS

- High school diploma or GED Equivalent
- Valid NCSO Certificate issued by the Alberta Construction Safety Association or another recognized institution (as a minimum)
- Three years Oil sands experience is preferred
- OHS Certificate preferred
- CRSP would be an asset
- Minimum three (3) years' experience in the field of construction safety or related fields
- Valid Class five (5) Driver's License with clean abstract
- Must be able to comply with company Drug and Alcohol policies
- Detailed working knowledge of relevant Federal and Provincial Health & Safety legislation
- Broad understanding of construction and oil sands safety standards and practices

## HOW TO APPLY:

Online: <https://fmfn-group.com/careers/#job-openings>

**FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted directly.**

