

PROFIL ROLE



JOB TITLE: Environmental Health and Safety (EHS) Coordinator
DEPARTMENT: Technique
LINE SUPERVISOR: Director of Technical Operations

SUMMARY:

Under the **responsibility of the Director of Technical Operations,**

Promote safety culture, environment, and safe practices. Manage and maintain the environmental health and safety program at LHI with the goal of minimising/eliminating accidents, injuries and environmental damage.

Authentic	Unique	Effective
Audacious	Involved	Passionate

The employee's commitment to develop in order to be up to date with her knowledge at work.

- ✓ *The importance of understanding the market in which we operate;*
- ✓ *Generate ideas to improve the way we work;*
- ✓ *Providing creative solutions to the different situations encountered in the course of one's work, are important factors for collaborating at Litostroj Hydro.*

RESPONSIBILITIES:

SITE SUPPORT – 30%

- Support the site team with the qualification of subcontractors.
- Support the site team with Environmental Health and Safety (EHS) issues (safe work practices, incident investigation, etc.).
- Prepare EHS documentation.
- Site inspection and review of site inspections by the site team. Daily and monthly reports.
- EHS Risk Assessment, work with the Site Manager, Quality Director and Technical Operations Manager on analyzing work with related risks and how to mitigate them.

HSE MAINTENANCE – 30%

- EHS statistics: hours worked per site for each contractor, incident, near miss, etc.
- EHS Action Log.
- Health and safety committee meetings: direct, write minutes, keep an up-to-date action log.



- Lead, deploy the EHS annual plan.
- (PPE) Personal protective equipment inspection.
- Emergency drill/evacuation drill (organize and monitor effectiveness).
- Fire response.
- Up-to-date EHS training matrix.
- Training in the integration of new employees / new subcontractors.
- Develop monthly EHS topics for the site.
- Develop and maintain EHS documentation, workplace safety practices and guidelines.
- Answer all EHS questions.

ISO 45001 / COR SSE SYSTEM – 20%

- Internal audit / external audit, and for ISO 9001.
- Legal reports to CNESST, Work Safe BC, Yukon Health and Safety Office, etc.
- Develop and maintain (create, share, train) guidelines, JSP, and EHS policy.
- Ensure ISO 45001 & COR certificates are kept up to date.

SUBMISSIONS – 15%

- At the request of the bidding team.
- Consult the tender documentation: customer EHS requirements.
- Review of local legislation.
- Highlight site-specific features: PPE, obligation to hold daily meetings with the owner, etc.
- Inform the bidding team of any potential cost impacts so they can include it in the offer. Example: requirement to have a full-time EHS person during work on site.

QUALITY SUPPORT – 5%

- Support the technical director with quality aspects when the quality manager is absent or on vacation.

PROFILE SOUGHT:

- Minimum requirement: A certificate in Environmental Health and Safety (EHS) or Occupational Health and Safety (OHS), or equivalent experience.
- 5 year experience in EHS coordination (construction field, ideally)
- Bilingual: French and English. The successful candidate will be called upon to support projects not only across all Canadian provinces but also in the United States. This position requires regular communication with the company's clients and partners, primarily located in other provinces of Canada, Europe, and the United States. As a result, a good command of English, both written and oral, is essential to assume this role.
- The candidate must be legally authorized to work in Canada and have the necessary authorizations to travel to the United States and Europe.
- The applicant must have a valid driver's license, have a vehicle or have the means to travel.

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WORKING CONDITIONS:

- Hybrid position, with occasional presence required at our offices in Bromont.
- 40 hours per week, overtime if required
- Occasional trips are required inside and outside the province of Quebec.