

JOB DESCRIPTION

COMPANY	Litostroj Hydro	DEPARTMENT	Site
NAME OF THE POSITION	Site Coordinator, Health, Safety and Environment		
REPORTING TO	Head of Service and Field Operations		
RESPONSIBLE FOR	N/A		

POSITION SUMMARY	<p>The Site EHS (Environment, Health & Safety) Coordinator is responsible for ensuring full compliance with environmental, health, and safety requirements on site. This role provides visible leadership, proactive risk management, and hands-on support to site management and workers to prevent incidents, ensure regulatory compliance, and foster a strong safety culture throughout all phases of site operations.</p>
RESPONSIBILITIES	<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Safety Leadership & Site Presence <ul style="list-style-type: none"> • Maintain a strong and consistent on-site EHS presence. • Conduct frequent safety walks, identify deficiencies, document findings, and communicate corrective actions. • Participate in daily foreman and toolbox meetings, providing EHS guidance and risk awareness. • Support site managers with regulatory-compliant decision-making. 2. Training & Competency Management <ul style="list-style-type: none"> • Ensure all workers, subcontractors, and visitors receive appropriate site orientation and task-specific training. • Deliver and track Safe Work Procedure (SWP) training prior to high-risk activities. • Maintain accurate training records and compliance documentation. 3. Safe Work Procedures & Risk Management <ul style="list-style-type: none"> • Review, revise, and develop site-specific SWPs and risk assessments. • Coordinate with office teams to create new procedures not covered in corporate libraries. • Review Field Level Hazard Assessments (FLHAs) to confirm alignment between planned and actual work.



	<ul style="list-style-type: none">• Maintain ownership of the project safety risk register and mitigation strategies.• Analyze and verify effective implementation of lockout/tagout procedures. <p>4. Inspections, Audits & Preventive Maintenance</p> <ul style="list-style-type: none">• Perform daily, weekly, and monthly safety inspections using defined checklists.• Inspect tools, equipment, and PPE for compliance and condition.• Coordinate and track annual inspections of safety equipment (harnesses, retractables, etc.).• Maintain inspection records for vehicles, cranes, tools, and fall protection equipment.• Conduct periodic HSE audits to drive continuous improvement.• Manage preventive maintenance calendars for first aid kits, fire extinguishers, and heavy equipment. <p>5. High-Risk Work Control</p> <ul style="list-style-type: none">• Oversee and validate compliance for lifting operations, working at height, and confined space activities.• Organize work-at-height zones and ensure scaffold, harness, and anchor inspections.• Develop and implement task-specific rescue plans for working at height and confined spaces.• Verify welding activities meet regulatory requirements (ventilation, flash protection, air movement). <p>6. Emergency Preparedness & Incident Management</p> <ul style="list-style-type: none">• Manage the site Emergency Response Plan and ensure site readiness.• Organize and lead emergency and rescue drills.• Ensure environmental spill preparedness, response capability, and reporting.• Report, investigate, and manage incidents, including root cause analysis and corrective actions.• Complete and maintain accurate incident and investigation reports. <p>7. Regulatory Compliance & Site Installations</p> <ul style="list-style-type: none">• Ensure site installations comply with client, LHI, and applicable provincial/state regulations.• Validate proper installation of safety signage, tagging, and Hazardous Residual Material zones.
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	<ul style="list-style-type: none"> • Monitor compliance for site infrastructure (washrooms, guardrails, stairs, access). <p>8. Reporting, Committees & Systems</p> <ul style="list-style-type: none"> • Prepare and submit site EHS statistics and monthly EHS reports. • Participate in all EHS and Joint Health & Safety Committee meetings. • Track committee actions and ensure identified deficiencies are addressed. • Maintain knowledge and effective use of ISNetworld and other client compliance platforms.
<p>COMPETENCIES AND SKILLS</p>	<ul style="list-style-type: none"> • Strong field-based safety leadership • Regulatory and standards knowledge • Proactive risk identification and problem-solving • Clear communication and worker engagement • Organized documentation and reporting • Ability to influence safe behaviors without disrupting operations • Good understanding of COR 2020, WHMIS, and First Aid requirements.
<p>EDUCATION</p>	<ul style="list-style-type: none"> • College or university degree in health, safety, environment, or a related field. • Minimum of 5 years of experience in a similar HSE role, preferably in industrial, construction, or energy sectors. • Practical knowledge of HSE management systems (ISO 45001, COR, etc.).
<p>WORK CONDITIONS</p>	<ul style="list-style-type: none"> • Work schedule: Five (5) days per week, ten (10) hours per day, based on project and operational requirements • Location: Manitoba, Canada