
Quality Control/Health & Safety Coordinator
Permanent, full-time
Peterborough Ontario
(File Reference: CAC-2018)

We are seeking a Quality Control/Health & Safety Coordinator for our client, a global leader in the processing of high value materials used in a variety of technology and engineered materials industries. Their products are used in a variety of applications from wireless technologies and LED lighting to solar power technologies, among others. The incumbent will report directly to the Plant Manager.

The Quality Control/Health & Safety Coordinator supports Plant operations to ensure that recycling, recovery and manufacturing processes are executed in accordance to the company's health & safety, quality control, and operational excellence standards. He/she is responsible for driving continuous improvements and taking the lead position in the following activities:

- Health, Safety and Environmental Compliance in accordance to all company and regulatory standards
- Oversight of the Operations Quality Assurance and Quality Control Program
- Security Administration
- Promoting a positive safety learning culture.

KEY RESPONSIBILITIES:

Health, Safety & Environment:

- Ensure facility HSE policies, documents, trainings and records are in compliance with applicable and governing regulations
- Coordinate with the Plant Manager to ensure that annual goals and objectives are defined, documented, tracked and achieved
- Manage Continuous Improvement Program for HSE, to include:
 - System Status Report,
 - CAR/PAR program,
 - Incident/Accident Investigation,
 - General Safety Data Collection and Review
- Facilitate incident investigations and track Corrective and Preventative Actions to Completion
- Administer medical surveillance programs
- Coordinate with respective authorities and consultants to ensure:

- Annual renewal of Import Permit for Hazardous Recyclable Materials
- Annual filing Of Emission Summary & Dispersion Modelling Report, Acoustic Assessment Report, Emission Summary Report, and Annual Regulatory Report for TRA, NPRI, Greenhouse Gas, SWIM, etc.
- Track inventory turnover, and ensure compliance with respective permits
- Audit waste water program and ensure compliance with municipality requirements
- Oversee the facility Industrial Hygiene Program
- Ensure Plant Safety Equipment are calibrated and available
- Co-chair Joint Health & Safety Committee meetings

Quality Assurance/Quality Control

- Coordinate with Operations Management on defining the Quality Management System, and audit compliance
- Ensure that annual quality goals and objectives are defined, documented, tracked and achieved
- Ensure that the Operations Management is educated on industry best practices and tools (in reference to QA/QC)
- Maintain Process Control Charts: reviewing and escalating any concerns, facilitating causal analysis and tracking corrective/preventative actions
- Manage document control to maintain Certification
- Facilitate regular Management Review Meetings

QUALIFICATIONS:

Education/Training/Experience:

- Technical Degree (Metallurgy, Chemistry preferred);
- Environmental, Health and Safety; JHSC membership and participation
- Industrial Hygiene and Occupational Health
- ISO Systems
- Knowledge and understanding of industry specifications (e.g. NIST or ASTM)
- Solid foundation in statistics
- Internal or Quality Auditor certification
- Managing QA/QC Programs
- 2+ years' experience in an Environmental, Health and Safety Role.
- Familiarity with manufacturing in an industrial environment

Skills:

- Ability to solve difficult problems with effective solutions
- Excellent communication and facilitation skills; practices attentive and active listening,
- Effective presentation skills; organize and deliver effective education and training sessions
- Very organized and methodical; capable of multi-tasking
- Approachable and team oriented

COMPENSATION:

Our Client offers competitive total compensation including an attractive base salary and incentives, group benefits, and the opportunity for career development in a dynamic and growing Canadian-owned company with international operations.

For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Manager
SHRP Limited
www.savinohrp.ca
hr@savinohrp.ca

All Applications treated confidentially. While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).