**Role**: Site NCSA Safety Officer

**Location** – Key Lake Mine

Pinehouse Business North (PBN Construction) is a northern Saskatchewan Aboriginal owned and operated company. PBN is hiring a **Site NCSO Officer** for one of our Major Projects based out of Key Lake Mine, Saskatchewan. This position is a contract position until October 31, 2024 working a 2 week on , 2 week off shift out of the Key Lake Mine Camp. Reporting to the HSE Manager and working with the Project Manager (PM), this person will be responsible for ensuring the project is compliant with the OH&S standards.

**Scope/Project Details**

- 2 week on , 2 week off shift from May to October

- Working away at Key Lake Mine, all flights will be arranged and free to employee from Saskatoon or Prince Albert, Accommodations and Meals are supplied while away at site

**Specifically, you will:**

* Promote a culture of safety, ensure compliance with OH&S standards through strong mentorship
* Implements and maintains PBN Construction’s Safety Management System including tracking pre-qualification data; maintaining inventory of hazardous products, first aid and personal protective equipment on site; and maintaining, recording and filing confidential information, metrics and spreadsheets in databases.
* Ensure communication with HSE Manager and PBN Management on safety matters at site is timely;
* Conduct regular site, facility, and equipment inspections with the intention of identifying and correcting hazards to ensure compliance with health and safety policies and legislation.
* Provides assistance and acts as a resource to project site and management personnel in conducting and maintaining written records of the daily work-site health and safety inspections.
* Monitor and investigate daily work practices to identify hazardous conditions/work procedures;
* Respond to emergency situations and provide support as required to operations.
* Maintains positive and professional working relationships while interfacing and communicating with regulatory authorities, all levels of management, clients, contacts and visitors to promote safety
* Investigate injuries, accidents and near misses while developing corrective actions in a timely manner with collaboration with Site Supervision, Project Manager and HSE Manager.
* Assist in Job Hazard Analysis (JHA), Field Level Risk Assessments (FLRA), and tool box meetings;
* Maintain files, records and reports including but not limited to training records;
* Attend client sponsored meetings as requested;
* Provide orientation and training as directed by HSE Manager
* Management of WCB claims and development of modified work agreements with the assistance of the HSE Manager as required;
* Other duties as assigned by the HSE Manager and Project Manager

**Requirements**

* Sound knowledge of construction and safety practices acquired through progressive work experience;
* A minimum of 3 years industry experience;
* National Construction Safety Officer (or NCSO) Certificate from SCSA or HCSAS
* Have a broad knowledge of Saskatchewan Occupational Health & Safety Acts and Regulations, Industry Standards and the Mine Regulations.
* Saskatchewan OHC Level 1 and 2
* One of the following; Supervisor & Safety Worksafe Sask, Safety Excellence Leadership(SLE)-HCSA or Leadership for Safety Excellence (LSE) - SCSA
* Standard First Aid/CPR C - AED Certificate;