



Summer Student Position

Position: Health & Safety, Quality & Environment Assistant (HSQE)

Reports To: Manager - Health & Safety, Quality & Environment

Western Stevedoring is currently seeking to hire an HSQE Assistant as part of our Summer Student Program from approximately June 17th to August 30, 2019. Ideally the successful candidate will have completed the BCIT Occupational Health and Safety Diploma Program and is ready to put these new skills into practise.

Western can offer you exposure to a dynamic heavy industry environment where we handle diverse and complex cargoes at multiple locations throughout BC. Reporting to the Manager, Health & Safety, Quality & Environment, this position will challenge you and provide exposure to many aspects of HSQE best practises and safety protocols.

You will provide support to the HSQE team daily through reinforcement of key safety messages while focusing on the following tasks:

Safety

- Update Fall Protection Procedures
- Maintenance of Electronic Safety Bulletin Board Program
- Incident Analysis and Review
 - Claims Logging & Employer Report Drafts (Form 7)
 - Federal Report Preparation
- Safety Committee
 - Inspections (Field Presence) & Meeting Minutes
- Document Management
- Audits
- Filing
- General Organization of Safety Equipment
- Corrective Action Logging and Follow-Up
- ISO System Implementation Assistance

Quality

- Draft Audit Packs

Environment

- System Kickoff Preparation
- Management Review Prep

Training

- Manage online training systems access
- Review courses for current content and updates

If you have a big appetite for learning and are ready to join a team of experienced and skilled HSQE leaders, please send your resume to HR@westeve.com today.