



WHITE LAKE LIMITED PARTNERSHIP

White Lake Resources Corporation, General Partner

Occupational Health and Safety Advisor/Manager

Reports to the Director of Operations, and ultimately the CEO

Summary

The Occupational Health and Safety Advisor/Manager will primarily be responsible for facilitating the development, implementation, and maintenance of the Occupational Health and Safety policies and programs for White Lake Limited Partnership and the Netimizaaggamig Nishnaabeg.

This position works closely with all levels of management and employees to ensure consistent and current awareness and maintenance of safe work practices within the White Lake and Netmizaaggamig Nishnaabeg workplaces located in Mobert and external workplaces including mines. The Occupational Health and Safety Manager must advise on, monitor and ensure ongoing compliance with safety standards, regulations, and legislative compliance and make recommendations to improve the health, safety, and wellbeing of our employees.

Core Competencies

- Accountability
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Negotiation
- Networking and Relationship Building
- Planning and Organizing
- Problem Solving
- Risk Management

Job Duties

- Facilitate and contribute to the development, implementation, communication, and maintenance of all Workplace Health and Safety policies and programs;
- Ensure Netimizaaggamig Nishnaabeg and White Lake LP remains compliant with all relevant Health and Safety regulations,
- Legislation / Regulations and by-laws; Audit and monitor employee records to ensure that all required health and safety training and certification, including supporting documentation, is maintained current and complete;
- Participate in the identification, evaluation, control, and management of hazards and risks throughout the organizations and their related business lines;



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- Ensure the existence and functionality of Joint Committees/Representatives, as required by legislation, including maintaining all related records;
 - Recommend improvements to control hazards in conjunction with the activities of the Joint Workplace Health and Safety Committees and departmental safety committees;
 - Ensure consistent promotion and utilization of safe work practices;
 - Advise on safety standards, regulations, and legislations;
 - Recommend procedures and equipment for risk reduction and to ensure compliance (e.g. Personal Protective Equipment);
 - Update, maintain and deliver safety orientation, on-going training, and awareness programs for all employees.
 - Participate in the investigation of workers' concerns and complaints with respect to Health and Safety issues while maintaining the employee's right to confidentiality;
 - Participate in incident investigations and develop recommendations to prevent future occurrences;
 - Contribute to emergency planning initiatives;
 - Partake in regular inspections for fire hazards and associated prevention and risk reduction strategies;
 - Maintain and update health and safety records and reports;
 - Produce and communicate health and safety reports on a regular basis;
 - Promote the health, safety, and well-being of all employees;
 - Ensure appropriate first-aid supplies are maintained and ordered, as required;
 - Liaise with management and outside regulatory agencies, as required;
 - Monitor the usage of safety supplies and respond to inappropriate use, if required;
 - Supervise the installation of safety features/equipment, where required;
 - Other duties as assigned;

Requirements

Note: Our preference is to recruit and hire a trained and experienced person for this position, however, we will consider training and capacity building, included with mentoring, an individual who demonstrates a strong interest in and capacity to commit to the training and be successful in this position. Persons who require training capacity building may be designated as an "Advisor" vs. management position with an associated adjustment in compensation until such time as they are fully competent to carry out the position.

Preferred qualifications include:

- Post-Secondary diploma in Occupational Health and Safety or a related field is preferred;
- Prior experience implementing and promoting safe work practices and policies within a similar environment, possibly in the role of a health and safety committee member or representative;
- Excellent communication (both verbal and written) and interpersonal skills;
- Able to make decisions in complex situations that could be immediately dangerous to life or health where no established guidelines exist;



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- Proven ability to lead and motivate others;
- Understanding of current Occupational Health and Safety Legislation, Regulations, Codes of Practice, Bulletins and other safe work practice requirements and recommendations (if not training will be provided);
- Able to build and maintain strong working relationships;
- General knowledge of Fire and Building Codes (if not training will be provided);
- Able to balance multiple demands and competing priorities;
- Proficiency in Microsoft Office (MS Word, Excel, PowerPoint);
- We also require our personnel to provide a satisfactory criminal records check and negative test for illegal drugs;

Work Conditions

- Interacts with employees, management and the public at large;
- Receives minimal supervision and direction;
- Ability to attend and conduct presentations;
- Manual dexterity required to use desktop computer and peripherals;
- Ability to travel to various worksites
- Lifting or moving up to 100 lbs may be required;
- Travel within the region will be required;
- Overtime and irregular workhours may be required;

Applicants must reside/agree to reside within the immediate area (i.e. no more than 100 km from Mobert). This position is based in the White Lake LP office in Mobert, with regular site visits to work places in Mobert and the surrounding region. Due to the nature of the position, remote working arrangements are not supported. Our offices operate under current COVID operating protocols.

How to Apply

Interested parties should send resume and cover letter to the Director of Operations, Lana Lawrence at opsmanager@whitelakelp.ca. Please clearly mark Competition, Health and Safety Manager in the subject line. All applications must be received before 4pm on Monday September 6th, 2021. Late submissions will not be considered.