

Doyon Utilities, LLC
Job Description

JOB TITLE	Health & Safety Officer	LOCATION	FWA CHPP
REPORTS TO	Health & Safety Coordinator	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	06/07/17

POSITION OBJECTIVES: Under general direction of the Health & Safety Coordinator, this position coordinates, supports and advises FWA site management on all aspects with regards to Health & Safety. To assist in the establishment and management of standards, processes, communications, training and systems to ensure all responsibilities associated with Health & Safety within Doyon Utilities Fort Wainwright's operations are adhered to.

MAIN ACTIVITIES:

1. Ensure a safe workplace environment without risk to health.
2. Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
3. Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting.
4. Ensure the completion and regular review of risk assessments for all work equipment and operations.
5. Ensure that all accidents are documented, investigated and recommended improvements implemented.
6. Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
7. Coordinate the development of health & safety policies, systems of work and procedures.
8. Ensure full and accurate health and safety and training records are maintained.
9. Establish a full program of documented health & safety inspections, audits and checks.
10. Establish a structured program of health & safety training throughout the Company.
11. Liaise with external health & safety consultants in the provision of training programs and health and safety services.
12. Manage and devise the agenda for, chair and formulate & distribute minutes for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines.
13. Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.
14. Provide regular reports to the Human Resources Manager, Board of Directors/Senior Management Team on relevant health and safety activities.
15. Participate in monthly meetings when required to report on relevant health & safety matters.
16. Liaise with suppliers i.e. Insurers, solicitors etc
17. Any other reasonable duties which may be required by management from time to time.
18. Perform other activities as assigned.

SKILLS AND QUALIFICATIONS:

1. Understanding of Federal, State and Local regulations governing Occupational Safety.
2. Aggressive adherence to rules and regulations.
3. Professional approach, coupled with strong interpersonal skills.
4. Capable of communicating effectively in writing and verbally.
5. Well organized, detail oriented, and able to manage and accomplish multiple activities simultaneously, sometimes under time constraints.
6. Ability to maintain strict confidentiality.
7. Ability to work on own initiative.
8. Ability to work cooperatively with others to complete tasks and implement process improvements.
9. Proficient in the use of Microsoft Office applications.
10. Basic knowledge of utility operations.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.
4. Must be willing to travel.

ENVIRONMENT: The position will be located at Fort Wainwright in Fairbanks, Alaska. Work will be performed primarily indoors at the FWA CHPP where employee is subject to exposure to abnormal heat hazards or ash and coal dust. However, the employee will be required to work outdoors as necessary to complete job duty requirements related to Fort Wainwright field operations. While transitioning from working indoors to outdoors, the employee may be exposed to heat, cold and frequent changes in temperatures. Work environment may be dusty, dirty or in snow. The work environment in the CHPP is typically a noise hazard area requiring the use of hearing protection. Employee is trained in the use of the personal protective equipment required for the position as required by the situation. The work involves walking and occasional lifting to approximate a 40-pound box.

EDUCATION AND TRAINING:

1. Associates Degree in Occupational Health & Safety or related studies.
2. Educational requirements may be substituted with a minimum of 5 years of on the job experience in an industrial facility.

Employee Signature

Date