



Job Description

Title: HSE/Quality Assurance Administrator
("HSE" refers to Health, Safety and Environmental)

Reports To: CFO & Vice President Operations

Summary

This candidate works with Regional Committees to develop, administer and implement Company wide environmental and occupational safety programs which include the analysis of health and safety reports to determine trends and making recommendations on preventive or corrective measures. This individual will also ensure that ISO 9001 quality standards and procedures are met, comply with regulations and customer specifications. They will work with the Executive Team to establish performance standards, procedures, and audit controls so that the Quality Management System (QMS) meets the business requirements of the Company.

Responsibilities

- Determine environmental, health and safety goals and strategies, ensuring they align with fiscal, strategic and legislative requirements.
- Develop, review and revise policies and procedures ensuring environmental, health and safety measures are being taken and that they are compliant with legislative requirements.
- Ensure all incidents and near misses are reported immediately with the appropriate follow up.
- Ensure safety boards display all legislated information and postings including but not limited to: Health and Safety Policy, inspection and audit reports, hazard assessments, location of first aid and that they all is current.
- Prepare for and participate in all environmental, health and safety audits.
- Work with Human Resources to report and monitor on lost time incidents, prepare and file required documentation, return to work programs, modified duties and resulting accommodations.
- Manage all environmental, health and safety based training and re-certification requirements.
- Manage investigation and reporting of environmental, health and safety issues and hazards.
- Ensure all QMS processes are developed, established, implemented, and maintained by conducting internal audits.



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- Liaise with external assessment body on all matters related to the ISO external accreditation and audit process.
- Develop and maintain a document control procedure that allows for the approval, review, and update of all changes to critical documents within the scope of the QMS.
- Ensure records are established and maintained to provide evidence that the QMS is being complied with, that there is a developed system in place for the identification, storage, protection, retrieval, retention time and disposition of such records.
- Communicate with the Executive Team to ensure quality objectives are set for measuring the performance of the QMS, and that they are reviewed regularly.
- Perform regular assessments of customer satisfaction to determine improvements are identified and implemented.
- Coordinate continual improvement actions of the QMS, ensuring evidence of corrective and preventive actions have been taken and are recorded and reviewed.
- Ensure all new employees are inducted into the QMS / Health and Safety program, based on how it relates to their role and their responsibilities.
- Populate and maintain all online contractor management databases, (i.e. ISNetworld) regarding QMS, health and safety record keeping and compliance requirements.

Qualifications

- Bilingual
- Post-secondary Degree, Diploma or Certification
- Environmental, Health and Safety experience and knowledge of relevant regulatory requirements
- Previous experience with ISO 9001:2008 and knowledge of relevant regulatory requirements
- Strong computer, interpersonal and trouble shooting skills
- Ability to travel

Submit resume:

By Friday October 20th, 2017 to careers@wainbee.com

While we thank all applicants, only those being considered for an interview will be contacted.

Wainbee is a national, employee-owned and managed Canadian company providing competitive and comprehensive remuneration and benefits packages including dental, medical, profit sharing,



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and pension plans. The total experience of working at Wainbee - benefits, culture and opportunity for growth - is what makes us a truly unique company. A company where you can thrive and be successful.

****Wainbee is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status, Aboriginal/Native American status or any other legally-protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.****

About Wainbee:

Wainbee Limited is a leading solutions provider in engineered systems, products and services for motion & control, industrial filtration and automation solutions. We are fully committed to providing quality products and services in a way that exceeds our customers' expectations and ensures we are their trusted partner for automation products and advice. As one of Canada's largest manufacturing agents, Wainbee Limited has 16 offices and over 250 employees from coast to coast.