



INSULATION - DRYWALL - PAINTING - ROOFING - WRAP - SPRAY FOAM - SIDING

**Title:** Safety Supervisor

**Location:** 5651 70 St NW, Edmonton

### What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

### Job Overview

Reporting to the HSE Manager as the **Construction Safety Advisor** you are responsible to implement, monitor, and standardize Qualico's Health and Safety program. You work closely with all Qualico's safety teams, homebuilder safety teams, trades, suppliers, and clients to ensure all information, tools, and activities meet legal requirements and general principles of care.

Your day-to-day responsibilities will include:

- Implementing regional and company-wide safety programs by engaging with and supporting all regional safety teams.
- Reviewing, updating, and publishing safety documentation.
- Assisting company departments regarding safety equipment.
- Conducting safety and training meetings and providing guidance for resolution of problems related to risk and safety issues.
- Developing computerized record keeping, documentation, and database systems for proactive indicators, safety training, related reports, and unplanned events.
- Coordinating contractor pre-qualifications.
- Maintaining WCB records, and related claims.
- Implementing company-wide assigned loss control/prevention and safety programs to promote safe work practices and prevent company losses.
- Ensure company facilities and equipment are inspected for compliance with mandated safety regulations.
- Completing other tasks and projects as assigned by Regional and Corporate safety management as required.
- Ensuring COR requirements are met and maintained.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### Essential Requirements

- A formal education in Occupational Safety, National Construction Safety Officer (NCSO), or Health and Safety Administrator Certification.
- Standard or Intermediate First Aid with CPR Level C Completion of Claims Management and Safety Administration courses is preferred.
- Minimum 5 years of administrative support and/or safety related experience.
- Valid driver's license and access to reliable vehicle.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, PowerPoint, and SharePoint), and

Adobe Acrobat.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

### **Work Conditions**

You work in an office during regular business hours. Travel to sites and overtime may occasionally be required.

### **About Us**

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as they have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. To learn more, click [here](#).

*Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.*

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

[Apply here](#)