



OSSA Project Coordinator (Health & Safety)

Oil Sands Safety Association (OSSA) supports the 4 major oil sands producers in Fort McMurray who have a vision of an incident free workforce.

- **Albian Sands Energy Inc.**
- **Canadian Natural Resources Ltd.**
- **Suncor Energy Inc.**
- **Syncrude Canada Ltd.**

Scope

Working with resources from the 4 major Oil Sands companies, regional and provincial stakeholders this position offers a unique opportunity to make a real difference in standardizing safety and safety training.

Key Areas of Contribution

- Coordinates the 4 participating organizations resources when developing and/or implementing standardized safety practices and training
- Gain insight into how each Oil Sands company functions in safety
- Influence safety training requirements for the industry
- Become a knowledge source of current industry standards
- Participate in the creation or revision safety training standards and codes of practice
- Supports the integrity of the training quality and delivery system
- Supporting industry's need to provide safe workers to Fort McMurray Oil Sands operations

Specific Accountabilities

With a big picture understanding of how OSSA functions and the influence we hold:

- Stay on the leading edge for new or changing Workplace Health & Safety legislation and be able to translate this into what may impact the Oil Sands company's interests
- After training standards have been established, OSSA members will evaluate training programs against this standard. (IE: Fall Protection). This role facilitates this process.
- Coordinates and/or participates in audits of training providers.
- Recommend ways to improve existing OSSA processes
- Develop lasting relationships with OSSA member project teams who are made up of site safety and training professionals.
- Develop and maintain relationships with new and existing safety training providers (vendors)

Education & Experience

- 3 to 5 years in or a combination of the following:
 - safety, training, adult education, business development, project management or business administration
- Advanced use of Microsoft office, specifically in MS Word, Excel & Powerpoint (creating complex spreadsheets and Powerpoint presentations)
- Preferred but not necessary:
 - College, Technical or university degree in a related field:
 - (IE: OH&S, CRSP, Education, Commerce, Business Administration, Project Management)

Personal Qualities

- Enjoys working in a team environment
- Appreciates a manager who gives you the space to do your work
- Clear & concise in communicating new ideas or ways of doing things
- Passion for safety
- Strong desire for work that really matters which has a lasting positive impact
- Clearly understands the importance of safety & the value it brings to a company
- Sees the big picture & can see past the small stuff
- Ability to influence & build consensus

What OSSA has to offer:

- Competitive base salary
- Paid vacation & 12 paid days off per year
- Paid health benefits (ABHC, medical, dental)
- Free Parking & easy access to all amenities (office located downtown)
- Flexible working hours
- Education assistance & industry associations registrations
- Paid business travel (when required by the role)
- High profile EXPOSURE to the 4 major oil sands companies in Fort McMurray

How to Apply:

Email: Tim.Gondek@ossa-wb.ca
Mail: Oil Sands Safety Association
#130, 8015 Franklin Avenue
Fort McMurray, AB T9H 2H7
Contact: 780-715-3925 – Direct line
Fax: 780-715-3945

