GILLAM

Position: Health and Safety Advisor / Administrator

To apply, please send your resume to careers@gillamgroup.com

About Gillam

Gillam is a progressive construction company established with a mission to raise the bar in the planning, management, and delivery of construction projects. With offices in Toronto and Kitchener, we specialize in medium to large-sized projects in the ICI and residential sectors, delivered through collaborative approaches. Our goal is to provide high-quality, customer-oriented construction services through transparency, teamwork, and trust, resulting in successful projects and long-term business partners. Gillam was named by Growth 500 as one of Canada's fastest growing companies, which is the result of our collaborative and dynamic approach to our work, and we are leaders in Integrated Project Delivery / Lean Construction.

Some of our notable projects include:

- Royal Ontario Museum
- Aga Khan Museum
- Barrie-Simcoe Emergency Responders Campus IPD
- York University Bergeron Centre for Engineering Excellence
- Lākhouse Lakefront Condominium, Barrie

About the Role

The Health and Safety Advisor/Administrator will act as a representative in all Health & Safety forums. Coordinate all activities to ensure a safe environment for all Gillam team members and workers on our job sites. The Health and Safety Advisor/Administrator will ensure that all practices meet health and safety regulations, and develop, organize, maintain, and administer the Gillam Health and Safety Program in collaboration and consultation with the Health and Safety Manager.

Job Location: Head Office and various locations

Key Responsibilities

- Ensure project required Health and Safety Documents are gathered and uploaded into the project electronic filing system
- Assist the Health and Safety Manager with job site audits
- Assist the Health and Safety Manager with COR submissions
- Assist with new and young worker monitoring Health and Safety performance
- Assist with the completion of site worker orientations
- Assist in the review and update of Hazard Identification Risk Assessments
- Assist with the assessment and review of trade contractors and subcontractors
- Ensure inspections, Field Level Risk Assessments, Equipment Checklists and toolbox meetings are completed as required

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- Ensure effectiveness of safety committees
- Train workers on safety policies, procedures and practices
- Assist with incident investigations
- Other safety duties as assigned

Qualifications

- 3-5 years' experience in the construction industry, project experience on medium to large projects is preferred
- Experience with Certificate of Recognition (COR) and Safety Group (IHSA)
- Strong potential for leadership
- Assertive but fair approach to implementing safety standards
- Coaching and interpersonal skills are essential
- Strong communications skills, both verbal and written
- Good computer skills are a must
- Ability to meet strict deadlines
- Efficient time management skills are essential
- Valid Driver's License
- Strong learning agility
- Proven ability to communicate effectively, both written and oral
- Ability to work both independently with little to no supervision in a team environment

Minimum Education and Certifications Required

- Certificate in Occupational Health and Safety preferred
- WSIB claims management, Early and Safe Return to Work and Accommodation experience preferred
- Proven computer skills and experience using the Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, Outlook) to prepare training materials, track information, share / collaborate information
- Proven ability to build and maintain effective working relationships with a variety of internal and external contacts

Gillam is an inclusive and diverse work environment. We are an equal opportunity employer and invite applications from candidates from all backgrounds, race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, or any other characteristic.

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