Job Title: Jr. Safety Advisor Co-op

At Aecon, we’re building the future, and our people are at the heart of everything we do. We’re always looking for exceptional talent to work on our exciting and ever-expanding project portfolios. We are focused on being the #1 Canadian Infrastructure Company and the first-choice employer in our industry.

Position Overview

Aecon is well-positioned in the Canadian marketplace as an industry leader in the development and construction of infrastructure. We have a roster of ongoing major projects here and abroad, record backlog diversified across multiple sectors and duration, and a robust pipeline of future project pursuits. We are in a strong market position, but we are ultimately aiming higher.

CO-OP terms vary in length, there are current openings for 4, 8, and 12 month co-op positions.

Key Responsibilities

- Operational support and resource for the EHS team.
- Monitor completion of all project Accident /Incident reports and ensure they are submitted, filed, forwarded, and tracked as per the EHS program.
- Follow up on corrective action on incident and accident reporting.
- Coordinates preparation and delivery of project deliverables and requests for information.
- Ensure project safety documentation is uploaded into assigned files and maintained in an accessible manner for auditing purposes.
- Involved in generating and improving reporting.
- Continuous updates and revisions to existing reporting processes and methods.
- Involved in Behavioral Based Observations (BBOs) database.
- Assist EHS personnel in meeting the requirements and deadlines for reporting.
- Follow up on workplace inspection.
- Involved in projects to improve site safety.
- Assists in administration and coordination of site orientation.
- Coordinate distribution of PPE supplies.
- Involved in administration and participation of EHS program improvements.
- Assist with the set-up of new EHS team members and supervisors, organizing new user accounts, phones, etc to ensure compliance to the EHS program.
Provide regular feedback to the Safety Manager on the activities, submission status of Behavioral Based Observations (BBOs), site safety inspections, etc. to identify any areas needing improvement within the projects or work groups.

Assist in any start up for new work areas or projects, including providing all the necessary templates and documentation that will be required for reporting and program maintenance purposes.

Assist all new advisors and supervisors in complying with the reporting and tracking processes.

**Required Knowledge and Experience**

- Currently enrolled in a university or college degree/diploma in health and safety, engineering, environment, construction, or related field.
- Prior industrial and/or heavy equipment experience is desirable for certain assignments.
- Knowledge of construction site safety requirements and/or provincial legislation an asset
- Proficient use of Microsoft Office products including Excel, Word, and Outlook
- Strong verbal and written communication skills including experience in preparing reports.
- Excellent interpersonal and customer service skills are required
- Ability to be self-motivated and work effectively with minimal direction
- Effective organizational skills to meet multiple deadlines and handle multiple tasks in a high-pressure work environment
- Collaborative team approach and ability to build successful working relationships with clients and project teams
- Ability to work flexible hours