

Louisiana-Pacific – Swan Valley

NOW HIRING: EH&S Trainer/Administrator



Louisiana-Pacific, Employer of Choice, a leader in the forest products industry known for the development of innovative, affordable, environmentally friendly building products and for excellence in Safety and Quality is currently seeking a **EH&S Trainer/Administrator (TEMPORARY, 14 month term)** at our Swan Valley SmartSide, Minitonas operation.

Job Purpose

Implement, assist, and provide support in all Safety, Industrial Health, and Training services, programs, and initiatives for Swan Valley SmartSide.

Key Responsibilities

- Document minutes during safety meetings
- Administrator mill-wide safety programs (using both external and internal programs)
- Make required revisions to safety documents, forms, and SOPs
- Perform contractor and new hire orientation as needed
- Maintain records for everything safety related both electronically and manually
- Ensure upstairs conference room is kept tidy and organized
- Organize all safety events
- Assist the EH&S Manager and Technician when required during day-today activities.

Qualifications

Knowledge, Skills, and Abilities:

- Knowledge of federal, provincial, and local industrial health, and safety regulations, rules and strategies.
- Familiarity with safety policies and procedures and the ability to effectively administer them to groups and individuals
- Good written and oral communication skills – ability to speak in group settings
- Strong organizational skills and interpersonal skills
- Ability to coordinate and deliver safety education and training
- Able to use a computer and learn supporting software

Education:

- High school diploma or equivalent, post-secondary education in safety related field preferred.

Experience:

- 2+ years Safety/Health experience
- 2+ years in a manufacturing environment
- Or any equivalent combination of experience and training that demonstrates the ability to perform the key responsibilities of this position.

Work Environment

- Office and Plant environment.

The successful candidates will join a dynamic team in the beautiful Swan River Valley. Louisiana-Pacific offers a competitive wage and is an equal opportunity employer. Candidates will be subject to successful completion of comprehensive background screening and health checks.

We thank all applicants, however, only those selected for interviews will be contacted.

Please visit www.lpcorp.com and click on 'Careers' to apply.

Applications will ONLY be accepted online.