



HSE Manager (On-Site – Alexander First Nation)

Alexander Business Center is seeking a proactive and experienced HSE Manager to lead all Health, Safety & Environment functions across operations. This is a full-time, on-site position based at Alexander First Nation, working Monday to Friday, with on-call responsibilities to support incident response, operational needs, and client communication as required.

The HSE Manager will play a critical role in maintaining a safe, compliant, and high-performing work environment, with a strong presence in the field. The ideal candidate brings hands-on safety leadership experience, strong regulatory knowledge, and the ability to drive a proactive safety culture.

Key Responsibilities

Health, Safety & Environment (HSE)

- Maintain an active field presence, conducting site inspections, job observations, and safety checks
- Perform field-level hazard assessments (FLHAs) and ensure controls are implemented and followed
- Develop, implement, and enforce HSE policies, procedures, and safe work practices
- Lead and participate in daily/weekly safety meetings and toolbox talks
- Conduct behavior-based safety observations and coach employees on safe work practices
- Investigate incidents, near-misses, and hazards, including root cause analysis and corrective actions
- Ensure timely reporting and follow-up on all incidents and safety concerns
- Maintain HSE documentation, training records, compliance registers, and safety statistics
- Lead internal audits, including COR/SECOR audit preparation and maintenance
- Coordinate and support external audits, client audits, and regulatory inspections
- Track and report HSE performance metrics, trends, and KPIs to management and clients
- Develop and maintain Emergency Response Plans (ERP) and coordinate drills
- Ensure compliance with client-specific safety requirements and industry standards
- Support return-to-work programs related to workplace injuries
- Promote and maintain a strong, proactive safety culture across all operations
- Professionally manage client safety matters in the field

Additional Responsibilities

- Manage WCB claims administration, including coordination and case management
- Act as company representative for fleet insurance programs (safety compliance focus)
- Oversee GPS monitoring systems for fleet tracking, driver behavior, and compliance
- Prepare and submit HSE reports to leadership and clients
- Liaise with clients, auditors, regulators, and third-party providers
- Support operational teams with compliance and documentation requirements
- Participate in client meetings and represent the company on safety matters
- Contribute to continuous improvement initiatives across safety and operations

Work Schedule & Requirements

- On-site position at Alexander First Nation
- Monday to Friday schedule with on-call availability
- Frequent field presence in all weather conditions
- Valid Class 5 driver's license with clean abstract and minimum 3 years driving history



Qualifications & Experience

- Post-secondary education in Occupational Health & Safety or related field preferred
- Minimum 3 years of Health & Safety experience in a field-based or industrial environment
- Formal safety designation required (e.g., NCSO or OHS certification)
- Proven experience with COR/SECOR programs, audits, and compliance
- Strong knowledge of occupational health and safety legislation and best practices
- Experience conducting inspections, safety observations, and incident investigations
- Strong organizational, communication, and problem-solving skills
- Ability to work independently and in a team environment
- High level of professionalism and confidentiality