



## **SAFETY ADMINISTRATOR**

**NANAIMO, BC**

**\$56,000 - \$75,000**

### **OVERVIEW**

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Windley Contracting Ltd. is seeking a Safety Administrator to support the implementation, monitoring, and maintenance of our Health, Safety, and Environmental (HSE) program. This mid-level position is ideal for an individual who brings solid experience with WorkSafeBC regulations, BCCSA COR Internal Auditing, and claims management along with a strong understanding of construction and civil worksite practices. This position will be primarily office based, but will include field visits, as needed to meet key responsibilities below.

### **KEY RESPONSIBILITIES**

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- Administer and maintain the company's Corporate Health & Safety Management System in alignment with WorkSafeBC and BCCSA COR standards.
- Support field operations with incident reporting, investigations, and corrective action follow-up.
- Manage and monitor WorkSafeBC claims, including communication with adjusters, modified work programs, and documentation tracking.
- Conduct internal audits and prepare for external BCCSA COR audits.
- Maintain accurate and confidential safety & performance records, statistics, and documentation.
- Coordinate orientations, and training sessions.
- Develop and assist with implementation of site safety plans.
- Assist with subcontractor safety prequalification and compliance monitoring.
- Support continuous improvement initiatives across company policies, procedures, and field practices.
- Support and report to the Safety and HR Manager.

### **SKILLS AND QUALIFICATIONS**

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- 3–5 years' experience in construction safety administration or advisory role.
- Post-secondary education or certification in Occupational Health & Safety or equivalent.
- Knowledge and application of WorkSafeBC OHS Regulation and Workers Compensation Act.
- Experience with BCCSA COR internal auditing and claims management processes.
- Familiarity with civil, construction and infrastructure project environments.
- Strong communication, organization, and document control skills.
- Proficient in Microsoft Office and safety management software platforms.
- Valid Class 5 Driver's Licence and reliable transportation.
- Current BCCSA certifications (e.g., Construction Safety Officer, COR Internal Auditor) considered an asset.