



RIDLEY TERMINALS INC.

JOB DESCRIPTION

FIRST AID/SAFETY EMPLOYEE

Bargaining Unit Position

Relationship

Reporting to the Safety Administrator, or designate, the First Aid/Safety Employee will be responsible to provide first aid and fire watch for the Ridley Terminals Inc. facilities. The position will require coverage of the site on a 12 hour shift, 24 hour/ 7 days per week basis.

Functions

As a First Aid Employee you will:

- Apply your skills to perform first aid duties as required.
- Assist in the training of other FA employees based on your skills and abilities.
- Inspect fire extinguishers, life rings, sprinklers, eye wash stations, rescue equipment, AED's, hydrants, safety locks, incident command kits, ladders as required.
- Answer the telephone as required.
- Respond to fire, safety and environmental issues as outlined in the Ridley Business System (RBS).
- Assist the Safety Administrator by bringing fire, safety and environmental issues to their attention.
- On a regular basis, patrol the RTI facility, including buildings and site, to confirm there are no fires and the site is secure.
- Respond in a professional manner, according to written procedures, to persons on site who have not received approval to be on site.
- Respond according to written procedures, to fires, tripped sprinkler systems, environmental or safety concerns.
- Assist the Safety Administrator in meeting Company and department, goals and objectives.
- Maintain a clean, safe work environment and report all incidents/ accidents.
- Be able to work effectively with minimum or no supervision.

- Review visitor arrival manifest to verify presence or absence in case of emergency site evacuation.
- Distribute and maintain lockout locks, gas monitors and radios
- Monitor and ensure FA inventories are maintained
- Assist Safety Administrator with Hygiene monitoring if required
- Attend toolboxes (6am Mechanical, 6:30am Projects, 6pm Operations)
- Assist IC with Mock drills and conduct monthly rescue drills, document and post.
- Conduct site orientations
- Assist Safety Administrator with Spill routes, and emergency exit maps if required
- Spill kit inspections
- Assist Safety Administrator with Chemical Inventory
- Update 3E, and MSDS's update binders
- Deal with Contractors (locks, radio & services)
- Fit Testing Respirators
- Perform Orientations
- Other duties as assigned

Hiring Criteria

Education and Knowledge:

- A minimum of grade 12
- Occupational First aid, Level III

Experience

- Past experience in an industrial environment would be an asset.
- Must have a class 5 Driver's License.
- Industrial environment experience

Skills

- Good communication skills, both verbal and written.
- Good interpersonal skills and a demonstrated ability to work in a team environment.

Relationship and Accountability

- Accountable to the Safety Administrator, or designate.
- Solve interpersonal problems at the lowest possible level.
- Be courteous and polite when dealing with the public and other Team Members.
- Maintain a clean work area. Willing to learn new processes and procedures.
- Work in a safe manner to protect the health and safety of other Team Members.

Standards and Expectations for Performance

- High quality work carried out in a timely manner.
- Ensures that after completion of a job, the job site is left clean.
- Willingness to learn.
- Ability to work safely and follow health, safety and environmental procedures.

- Must be willing to work shift.
- Must be willing to work at heights.
- Be in good physical shape and capable of completing all tasks outlined in the job description.

Revised: February 19, 2019

Approved: _____
V.P. Finance

Date: _____