



MIDWEST PIPELINES INC.

PROJECT SAFETY LEAD JOB DESCRIPTION

Midwest is a pipeline construction contractor based in Spruce Grove, AB and serves the Oil & Gas Industry in Western Canada. Construction projects are executed in all types of terrain and conditions of varying diameter, length and complexity. Midwest's focus is on safety, quality, and relationships with employees, Clients, and vendors.

The position will be responsible for the development, implementation, execution, and enhancement of the Project Safety program.

The Project Safety Lead will be a key contributor in establishing the Company as a leader in the pipeline industry through execution excellence and relationship enhancement.

The Project Safety Lead is a full-time, project term, worksite-based position with fluctuating work schedules.

Teamwork and Relationships:

- At all times, the Project Safety Lead must represent the organization in professional manner.
- Participate in Training and Development appropriate to the position.
- Development of short- and long-term goals with your supervisor.
- Support, promote and enhance a culture of safety performance throughout the organization.

Overview of responsibilities and objectives:

- Lead, direct, manage and prioritize day-to-day tasks and activities of project safety team (comprised of Safety Coordinators, Safety Advisors and Safety Administrators).
- Provide tools (forms/templates, bulletins, document excerpts, videos, etc.) and daily guidance to foremen to enhance safety culture and conformance to project requirements (i.e. daily tailgate topics, FLHAs, JSAs, hazard assessments, incident reviews, learnings from safety observations, etc.).
- Demonstrate strong leadership, with a commitment to enhancing safety culture and working collaboratively with the Client.
- Review, understand, be aware of and ensure all health and safety (project, regulatory, Occupational Health and Safety) requirements are being met and develop a plan for addressing any gaps or shortfalls.
- Write, prepare, and review project plans and documents ensuring a balance between conformance to requirements versus practical/achievable application relative to construction methodologies.
- Routinely review Client's "Owner's Requirements" and safety related documents and implement updates to Midwest's project related documents, as necessary (i.e. Project Specific Safety Plan, Site Specific Emergency Response Plan, etc.).
- Ensure all project personnel (Midwest and subcontractor) have completed required safety and technical training/orientations, including verification of training records.
- Validate that all personnel (Midwest and subcontractor) are completing required meetings, discussions, and forms (tailgates, FLHAs, etc.) and that all work activities are being completed in accordance with appropriate procedures.



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- Ensure all required inspections are being completed within mandated timelines.
- Ensure all required records are created and properly stored and organized for future searchability and/or audit request.
- Act as Midwest's primary representative for any safety audits or inspections by the Client or regulator.
- Ensure weekly and monthly reporting of safety statistics is completed timely and accurately.
- Ensure all incidents are properly classified, investigated, and documented, with the intent of identifying root causes so that these learnings can be communicated to all personnel to prevent incident recurrence.
- Develop and track leading and lagging indicators and provide identified trends and recommendations to Management.
- Develop and provide recommendations for Project Safety recognition program.
- Regularly communicate and advise senior management on improvement opportunities, project progress, and critical issues.
- Represent the organization professionally and in a manner that enhances Midwest's reputation.
- Maintain process compliance with internal and government regulations.
- Assist in and support the share and transfer of knowledge within the Company.
- Work positively and collaboratively with Client team and representatives.
- Supervise assigned personnel.

Key Competencies:

- Minimum of 10 years' experience in a senior safety role overseeing project safety as well as direct influence in process development and implementation.
- Degree, diploma, or certificate in Occupational Health and Safety is considered an asset.
- Canadian Registered Safety Professional certification is required.
- National Construction Safety Officer certification is required.
- Work experience at a remote construction site on a 12-hours per day, 6-days a week schedule is an asset.
- Proficiency in MS Word, Excel, and Outlook.
- Direct experience in conducting incident investigations and in completing root cause analyses to prevent recurrences is required.
- Analytical skills with extreme attention to detail.
- Ability to work both independently and in a team environment, able to multi-task, set priorities and meet deadlines.
- Commitment to continuous improvement and excellent customer service.
- Excellent verbal and superb written communication skills.
- Well-developed interpersonal, management and organizational skills.
- Directly related experience in the Pipeline Construction industry is mandatory.

**Qualified applicants please send resume, cover letter and tickets to: HR-TMEP@midwestpipeline.com
Subject Line: Project Safety Lead Application**