



# EHS Training Coordinator

Full-Time Determinate Position (one-year contract)

Corporate Services

## About Us

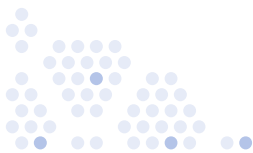
SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

## The Position

Under the direction of the Senior EHS Officer, the EHS Training Coordinator is responsible for performing EHS Training activities that support the delivery and effective development, implementation, and maintenance of the SNOLAB Environmental Health and Safety program. The position is responsible for the administrative functions aligned with various SNOLAB Environmental Health & Safety training systems and processes. This position will be required to work both on surface and in the underground laboratory.

Responsibilities includes:

- Coordinates both onsite and offsite EHS training for staff, users, and contractors
- Maintains the HRIS (or SharePoint-based EHS Learning-management system) with training information and records for staff and users.
- Schedules general safety orientations/training for workers, visitors, contractors, and supervisors (including virtual deliveries -O365 teams)
- Coordinates with training providers (internal and external) and SNOLAB staff for scheduling various EHS training.
- Supports Supervisors/Line Managers, staff in assessing EHS training needs as per EHS training matrix and regulations.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2

☎ 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

- Supports in organizing, developing or source training programs to meet specific training need.
- Ensures that training programs & materials are current and compliant with industry standards & regulations.
- Map out EHS training plans for individual employee and informs employee, their supervisor about various options.

## Criteria

### Education:

College Diploma or an equivalent combination of education and experience.

Certificate from a recognized Occupational Health and Safety program considered an asset.

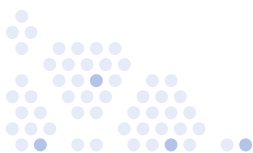
Working towards or possessing Train the Trainer certification considered an asset.

### Experience:

- Experience in EHS training coordination and training delivery
- Knowledge of EHS training required as per OHSA and applicable legislations
- Demonstrated experience providing EHS training in field and virtual, advice and support regarding specific issues related to EHS Training and policies in an industrial, construction or mining work environment.
- Experience delivering safety training, safety talks on site/virtual deliveries, or similar training or awareness related communication.
- Ability to learn 'EHS Learning Management Systems' along with other job-related software,
- Good knowledge of O-365, SharePoint, forms, flows and able to create form/flows in SharePoint.).
- Demonstrated strong verbal, comprehension & written communication skills.
- Ability to identify safety-training developmental needs.

### Salary Range (\$57,391- \$67,517)

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2  
 📞 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

## To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

## Closing Date

**November 10, 2023**

Applications will be accepted until **23:59 Eastern Time**.

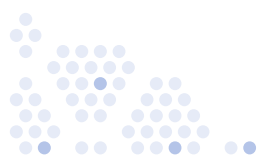
SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

Posting Date: **October 27, 2023**



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2  
📞 705.692.7000 🖱️ [www.snolab.ca](http://www.snolab.ca)