

EMPOWERING BERMUDA'S PROGRESS

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OHSE System Coordinator

Bermuda Electric Light Company Limited (BELCO) invites applications from suitably qualified and experienced individuals for the position Occupational Health Safety and Environment (OHSE) System Coordinator. The OHSE System Coordinator is responsible for ensuring the Occupational Health, Safety and Environment Management Systems are maintained in compliance with local and international standards.

Key Job Responsibilities:

- Develop and maintain the company's OHSE management systems to ISO14001 & OHSAS 18001 standards
- Coordinate implementation of the OHSE management systems and compliance with international standards throughout the organization and advise Manager of implementation issues
- Manage workplace inspections including ensuring they are scheduled, completed, recorded and conditions managed. May be required to conduct inspections when necessary
- Manage and maintain OHSE programs and ensure personnel responsible are implementing program tasks and reporting effectively
- Manage and track OSHE conditions, nonconformities as well as associated corrective and/or preventive actions
- Coordinate OHSE audits (internal, compliance, external), including audit schedules, meetings, interviews, inspections, audit documentation, provision of audit reports to OHSE Manager and action plans to address any findings
- Monitor and assess system compliance with applicable legislation and standards, and monitor / advise on changes to legislation and standards which could affect the Management Systems
- Ensure training needs are identified and maintain a record of training required and delivered to employees and contractors in the appropriate training matrix

Key Job Requirements:

- Bachelor's degree in Science, preferable in Occupational Health & Safety and/or Environmental Studies
- At least four (4) years experience in either an Environment and/or Safety position
- Experience in an Electric Utility would be an advantage
- Knowledge of Bermuda Government OHSE legislation and regulations
- Comprehensive knowledge of ISO 14001 and OHSAS 18001 Standards
- Knowledge of local and international OHSE issues, trends, and technologies
- Strong organizational skills with ability for high attention to detail
- Strong computer skill using Microsoft Office and other computer applications relevant to the job
- Strong written and verbal communication skills
- Strong interpersonal skills with ability to liaise with regulatory agencies, contractors and all levels of the organization
- Excellent project, time management and problem solving skills

If your experience matches this role please forward your cover letter and resume to:

Human Resources
P.O. BOX HM 1026
Hamilton, HM DX
E-mail: recruitment@belco.bm

Closing Date: Tuesday, July 21, 2015

BELCO is a non-smoking facility and is a drug and alcohol-free environment. The Company requires all successful applicants to pass a pre-employment drug and alcohol screening prior to an offer of employment.



BELCO is committed to Equal Employment Opportunities