



Cardinal Energy Ltd. Health and Safety Coordinator

Based in the Calgary office, this position will report directly to the Chief Operating Officer. This position will be responsible for providing health and safety leadership to stakeholders within the various operational groups. The successful candidate will be the key contact and steward of our health and safety systems and will be an integral part of the operations team, helping to ensure top tier compliance and stewardship continues. Frequent travel to various field locations will be expected.

Key Responsibilities

- Overall health and safety program management
- Maintain and assist in the development of key safety documents such as Cardinal's Health and Safety Manual, Emergency Response Plans (ERP), Safe Operating Procedures (SOP's), etc.
- Conduct or ensure that safety orientations are being done as required
- Develop, support and roll out and provide training on new health and safety initiatives
- Support the development of related communications and prepare presentations as required
- Health and safety training program (scheduling, tracking, reporting)
- Create and maintain electronic safety form templates and health and safety manual updates including COP and SOP/SSOP updates.
- Direct, assist, plan and track the development and implementation of the operator competency program.
- Contractor safety program management, and evaluation
- Key contact and administrator for various HSE systems and software including, but not limited to:
 - CMDS
 - Complyworks
- Conduct service provider pre-qualification as appropriate
- Conduct or coordinate internal audits
- Track and investigate incidents/near misses and provide corresponding corrective actions and communications
- Prepare informational bulletins to contractors and service providers
- Health and safety data analysis and trending of related data
- ERP management
- Provide direct support to the field and CEOC during emergencies
- Coordinate annual ERP updates
- Schedule and facilitate ERP training exercises for all areas as required
- Maintain emergency response contact information and on-call lists
- Provide direction and coordination for safety committees at various locations including Calgary



Essential Experience & Skills

- 15+ years in oil and gas operations including strong familiarity with all safety aspects of the oil and gas industry
- Strong understanding of emergency response plans and formal operator competency programs
- Previous experience in the development of service contracts, along with communicating with the operations team and external vendors
- Strong computer software skills including Word, Excel, PowerPoint and Outlook
- Attention to detail, excellent organization and analytical skills
- Professional, team player with strong interpersonal skills and ability to develop and maintain partnerships
- Exceptional organizational and time management skills, ability to multi-task and manage priorities in a deadline driven environment

Education

- Relevant post-secondary education is considered an asset

Attributes & Characteristics

- Open and honest team player
- Positive and engaging personality. Must be able to achieve collaborative buy in from field operations
- Flexible, yet influential and assertive when required

For more information on Cardinal Energy Ltd. please see our website at: www.cardinalenergy.ca

Interested candidates should forward their resume to: resumes@cardinalenergy.ca on or before the deadline date of August 4, 2023.

We thank you for your interest; however, only those applicants requested for an interview will be contacted.