



Job Title: Health, Safety & Environment Field Coordinator

About North Atlantic

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service, and support for local communities. With our *people first* approach, North Atlantic looks for dynamic individuals who take initiative and who are committed to fostering a strong team environment. We want people who are known for their positive attitude, genuine communications, and personal drive.

As we advance our business for the future, North Atlantic is driven to developing efficient and green energy solutions aligned to the needs of the world in which we live. Committed to sustainable and responsible business practices, we're driving industry forward, supporting new skills and new jobs for this ever-evolving landscape.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Health, Safety, & Environment (HSE) Field Coordinator plays a key front-line role in supporting and advancing North Atlantic's (HSE) programs. This position focuses on providing practical safety guidance, coaching, and compliance support across operations, with an emphasis on field engagement and risk mitigation.

The HSE Field Coordinator works closely with employees, supervisors, and management to ensure safety policies, procedures, and regulatory requirements are understood and applied in day-to-day work and requires significant travel within the province of Newfoundland and Labrador (75% +). This role supports continuous improvement by identifying hazards, monitoring compliance, assisting with incident investigations, and promoting a proactive safety culture across the organization.

Job Responsibilities:

- Provide practical safety guidance, coaching, and support to employees, supervisors, and management across operations
- Support the development, implementation, and maintenance of health and safety policies, procedures, and programs
- Conduct regular field inspections and audits at retail locations, terminals, bulk fuel plants, and transportation activities, including Transportation of Dangerous Goods (TDG)-rated vehicles
- Identify hazards and unsafe conditions and recommend practical corrective and preventative measures
- Assist with the delivery of safety training, orientations, toolbox talks, and ongoing safety communications
- Support competency verification to ensure employees are trained and capable of performing work safely
- Participate in incident and near-miss investigations, including root cause analysis and corrective action follow-up
- Monitor and track corrective actions to ensure completion and effectiveness
- Support hazard identification, risk assessments, and safety observations in the field



- Maintain accurate safety records and documentation in accordance with regulatory and company requirements
- Assist with COR requirements, audits, and inspections
- Monitor safety performance indicators and help identify trends and areas for improvement
- Collaborate with management and Joint Occupational Health & Safety Committees to support compliance and worker engagement
- Support a positive safety culture through consistent field presence, communication, and leadership
- Significant travel within the province of Newfoundland and Labrador (75% or more) is required.

Qualifications:

- Diploma, certificate, or degree in Occupational Health and Safety, or an equivalent combination of education and experience
- 3–5 years of relevant occupational health and safety experience preferred
- Experience in transportation, retail, fueling, energy, or industrial environments considered an asset
- Working knowledge of provincial and federal occupational health and safety legislation, regulations, and best practices
- Experience conducting workplace inspections, audits, and hazard assessments
- Strong understanding of incident reporting and investigation processes
- Demonstrated ability to provide coaching, guidance, and constructive feedback
- Strong communication and interpersonal skills, with the ability to engage workers at all levels
- Proven ability to work independently and collaboratively as part of a team
- Strong organizational, analytical, and time-management skills
- Proficiency with Microsoft Office and safety management systems
- Ability to work in outdoor and adverse conditions

Additional Requirements:

- Driver's license in good standing. Class 1 or 3 is considered an asset, but not required.
- Clean Drivers Abstract.

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **Wednesday, April 29th**