



The **Safety Advisor**, reporting directly to the Director of Health and Safety, is responsible for supporting both the Safety Team and the various Operational facilities primarily through Pinnacle's DATS Learning Management System (LMS) as well as providing advisory support and training coordination for the Operations teams.

Duties and Responsibilities

LMS (DATS/Chemscape) Development & Administration

- Developing DATS based training courses based on Pinnacle policies and procedures
 - Coordinating learning content and assigning to appropriate employees
- Maintaining up-to-date database of employees and contractors
- Entering training records and certificates for all training participants into DATS
- Maintaining current database and SDS for hazardous products at each plant
- Training DATS users (managers, supervisors, & hourly) in the DATS system
- Working with plant management to identify new applications and opportunities

Training Coordination

- Coordinating 3rd party and in-house training providers in the delivery of training
- Arranging contract agreements for the delivery of 3rd party training
- Scheduling training sessions & coordinating training delivery logistics
- Working with plant management to identify and deliver required safety training
- Applying for, tracking and reporting on job training grants for applicable training

Facility Site Support/Administration

- Developing SOP/SWPs, Safety Talks, Confined Space assessments, etc. for plant teams
- Supporting safety and operational teams on safety initiatives and projects
- Providing weekly DATS safety statistics on employee contributions, incident investigations, etc.
- Assisting in leading monthly safety meetings for Prince George office
- Providing administrative and safety support as required by Director of Health & Safety

Minimum Requirements

- Minimum 5 years' progressive safety experience in total, preferably in Wood Product Manufacturing
- Preference given to completed Certificate or Diploma of Occupational Health and Safety or related from a recognized institution
- Preference given to holder of CSO/NCSO and/or CRSP designations
- Effective communication and leadership influencing skills



- Proven commitment to Owning Safety, both personally and through positive influence on all stakeholders
- Demonstrated ability to work across functions and geographies – a strong background in a multi-unit organization is beneficial
- Effective business systems thinker and a good understanding of business process knowledge
- Demonstrated ability to deal effectively with others in a diverse environment
- Ability to prioritize and manage multiple projects at one time
- Excellent oral and written communication skills
- Proficient with personal computers and business applications
- Works with a strong sense of urgency
- Does not need all information to navigate effectively
- Able to succeed in a changing environment
- Able to course correct
- Listens and is open to feedback
- Demonstrates nimbleness within a dynamic environment
- Demonstrates a hands-on attitude and an attention to detail
 - Demonstrates a willingness to pitch in wherever needed
 - Authentic, respectful-diplomatic-thoughtful

About Pinnacle

Pinnacle Renewable Energy Inc., a private company founded by the Swaan family of Quesnel, has been in operation for over twenty years and is the longest established pellet producer in Western Canada. Located in the heart of the lumber industry in central B.C., Canada, Pinnacle produces a variety of products carrying our name, including softwood pellet fuel, animal bedding and natural sorbent. A large portion of our production is for the bulk domestic and overseas market. Today, Pinnacle operates seven pellet plants across BC with a production capacity well over 1 million tons annually. All Pinnacle plants operate 24 hours a day, 7 days a week. Pinnacle Renewable Energy Inc. shares a vision of supporting the communities of British Columbia impacted by the Mountain Pine Beetle epidemic and is proud to take an environmentally responsible, proactive step towards creating meaningful employment in a manner that will integrate with the needs of the sawmills upon which these communities depend.