



Job Posting: Safety Coordinator

Roc-Star Enterprises is a Forest Road Construction and Maintenance Contractor based in Port Alberni. We are seeking a motivated safety representative to join our team as a **Safety Coordinator**.

Key Responsibilities Safety:

- Uphold a safety culture of learning.
- Deliver safety orientations and training.
- Conduct incident investigations, prepare reports, and turn near-misses into toolbox talks.
- Create and revise Safe Work Procedures (**SWPs**) for forest road building, maintenance and related operations.
- Manage the BC Forest Safety Council **FIRS App** for reporting and document manager.
- Oversee the WHMIS program and Safety Data Sheets (SDS).
- Chair regular safety meetings.

Environmental Duties:

- Conduct in-house environmental monitoring on road projects (erosion control, riparian zones, habitat protection).
- Work alongside third-party RPBios in the field to gain practical experience.
- Maintain environmental equipment, including spill response kits, pumps, and hoses.
- Develop and revise in-house Standard Operating Procedures (SOPs) and business processes.

Additional Duties:

- On occasion, assist with bidding on new contracts.
- Willingness to give a helpful hand with projects when on site.

Qualifications:

- Occupational Health and Safety Diploma from BCIT or equivalent
- Strong interest in safety and environmental compliance in the forestry/road-building sector.
- Detail-oriented with excellent written and verbal communication skills.
- Experience with COR/SAFE Companies certification programs.
- Knowledge of WorkSafeBC regulations and BC forestry safety standards.
- Experience operating in remote or active forestry/construction environments.
- Minimum 3 years experience in a forest and/or safety role preferred.
- Proficient using Apple devices and AI tools.
- Valid Class 5 driver's licence with a clean abstract.
- Ability to work in the Port Alberni / Vancouver Island region.
- A BSc in Biology, Ecology, or Environmental Science will be considered a strong asset.
- Physically fit and able body to work in the forest.

Compensation \$64,000 – \$72,000 per year, plus a competitive benefits package. This full-time position offers meaningful responsibility, opportunities for professional growth, and the chance to be part of a family-oriented local company that values safety, environmental stewardship, professionalism, and community. This role is ideal for someone looking to build a long-term career in safety and environmental management within the forestry and road-building industry.

How to Apply Please submit your resume and a brief cover letter explaining your interest in this role to: trevor@roc-star.ca. Roc-Star Enterprises is committed to inclusion and encourages applications from all qualified candidates.