
Health & Safety Coordinator

Summary:

The Health & Safety Coordinator is responsible for auditing and documenting project safety compliance. He/She is also responsible for assisting Field Superintendents and Project Managers with the safety requirements for assigned projects.

Responsibilities:

- Provide assistance in activities such as fit testing, verifying and photo-coping training documents, providing training, scheduling orientation training with client.
- Provide assistance to Project Managers and Superintendents on their safety compliance plan and coach them when improvements are needed.
- Assist Project Managers and Supervisors in developing safety procedures and process hazard reviews.
- Assist Project Managers and Superintendents in developing safety plans, rescue plans, mock rescues, permits, air monitoring and other legislative requirements in relation to confined space work.
- Conduct site audits such as PPE audit, interactive audit, site condition audit, fire extinguisher audit, lock out audit etc. Organize the documentation and forward to Head Office.
- Assist Superintendents by writing and delivering safety talks to crews at start of shifts. Copy safety talks and forward them to Head Office weekly.
- Assist Superintendents in conducting comprehensive incident investigations, root cause analyses and ensuring corrective and preventative action is implemented.
- Attend site visits and conduct periodical site audits to ensure compliance to Health & Safety standards.
- Provide assistance to Project Managers to ensure that the safety compliance plans are adhered to.
- Keep up-to-date documentation.
- Liaise with clients on safety related matters. Attend daily/weekly safety meetings with clients when required.
- Maintain ongoing communication with Head Office Safety Department.

Job Specifications:

- College diploma in Occupational Health and Safety or related technical training
- Superior knowledge of Occupational Health & Safety Act and Construction Regulations
- Must be a certified CHSO/NCSO, CRSP designation an asset
- Minimum 5 years safety experience on construction projects
- Must be certified, under the Occupational Health & Safety Act Construction Regulations
- Work with minimum supervision and prioritize work
- Willing to work long and irregular hours during shutdowns and construction projects
- Must work well with others, team player
- Must have excellent verbal and written communication skills
- Must have excellent investigating skills and attention to detail
- Valid Class G Driver's License