
Health & Safety Coordinator

Summary:

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

Responsibilities:

- Provide assistance in activities such as fit testing, verifying and photo-copying 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 the EHS Manager/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 or NCSO, CRSP designation and asset.
- Minimum 5 years safety experience on construction projects.
- Must have knowledge and experience in an industrial construction setting with structural steel erection.
- 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.