
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.

Primary Responsibilities & Duties:

- Liaise with Project Managers, Supervisors, Clients, and other stakeholders in safety related matters.
- Assist Project Managers and Supervisors with all safety plans and procedures including but not limited to developing Process Hazard Reviews (PHRs), Job Hazard Analyses (JHAs), site-specific traffic plans and environmental plans/assessments.
- Assist Project Managers and Supervisors in developing safety plans, rescue plans, mock rescues, permits, air monitoring and other legislative requirements in relation to confined space work.
- Provide assistance and coaching to Project Managers and Superintendents on their safety compliance plan.
Assist with pre-shutdown or pre-construction activities such as fit testing, verifying and photocopying training documents, scheduling orientation training and delivering training as appropriate.
- Provides information, signs, posters, barriers, and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions
- Conduct site audits such as PPE audits, interactive audits, fire extinguisher audits and lock-out/tag-out audits.
- Ensure that all safety deliverables outlined in safety plans are provided to the client in an accurate and timely manner.
- Assist with maintaining the Health & Safety Management System.
- Responsible for maintaining employee training records; deliver and schedule training as appropriate.
- Assist Project Managers/Superintendents in conducting comprehensive incident investigations, root cause analyses and ensure corrective and preventative action is implemented where required.
- Assist with incident investigations to ensure compliance with WSIB/WCB and TESC policies and procedures.
- Working with the EHS Manager, assist with managing return to work programs which includes liaising with WSIB/WCB and health care practitioners.
- Develop safety initiatives and strategies to improve the safety performance on construction projects.

Secondary Responsibilities & Duties:

- Prepare documentation for annual COR recertification.
- Participate in COR and MOL audits and other external agency audits in order to maintain company safety certifications and standards.
- Assist with the preparation of health and safety documentation as required for tender submissions.
- Additional duties as required.

Job Specifications:

- College diploma in Occupational Health and Safety or related technical training.
- Extensive knowledge and understanding of the Occupational Health & Safety Act and Construction Regulations.
- Minimum of 5 to 7 years of safety experience in industrial construction projects.
- Must have National Construction Safety Officer (NCSO) Certification, CRSP Certification an asset.
- Train the Trainer certification.
- Knowledge of WCB/WSIB legislation.
- Must be able to work with minimum supervision.
- Ability to prioritize work and meet deadlines.
- Willing to work long and irregular hours during shutdowns and construction projects.
- Must work well with others, team player.
- Ability to mentor others and lead by example.
- Superior verbal and written communication skills.
- Excellent investigation skills and attention to details.
- Proficient in Microsoft Office.
- Must have a valid Class G Driver's License.