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## 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 pre-shutdown 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 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 of 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

**Location:** Sudbury, Ontario

**Term:** Fulltime, Temporary

**How to apply:** Email resume to [employment@tesco.com](mailto:employment@tesco.com) and use "H&S-ON" in subject line.