



## Health & Safety Coordinator

Salary: \$55,656 – \$66,448

Plus a comprehensive benefit package and OMERS pension plan

As part of the Human Resources team, the Health & Safety (H&S) Coordinator is responsible for assessing and monitoring the organization's compliance with legislation and standards in order to promote the well-being of employees in the workplace, manage exposure to risk and reduce costs related to workplace injuries and/or non-compliance fines and penalties. This position is also responsible for the development, implementation, promotion, and maintenance of all aspects of the corporate health and safety program.

### Essential (Minimum) Qualifications:

- College diploma in Occupational Health & Safety, Occupational Hygiene, Human Resources or related discipline.
- Level II Occupational Health & Safety Committee Certification.
- Three (3) years of relevant and progressive experience in a unionized environment with a focus on health and safety.
- Experience with coordinating occupational health & safety programs across a diverse organization including internal responsibility systems and development of policies and practices to support a proactive safety culture is necessary to have early success in this role.
- Experience must include interpreting and applying applicable legislation, including the *Occupational Health and Safety Act (OHSA)*, *Workplace Safety and Insurance Act (WSIA)*, *Ontario Human Rights Code (OHRC)*, *Employment Standards Act (ESA)*, *Personal Health Information Protection Act (PHIPA)*, and other applicable legislation as well as internal policies, procedures and collective agreements.
- Experience handling confidential and sensitive matters.
- Advanced computer proficiency including thorough knowledge of Microsoft Office programs.
- Thorough working knowledge of the *Ontario Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*.
- Team oriented with proven capability to foster the desired organizational culture and outcomes through a consultative, collaborative approach.
- Excellent interpersonal and relationship management skills combined with a customer service orientation.
- Well-developed written and oral communication skills with the ability to listen intently and inquire into situations.
- Valid "G" Class Driver's License.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Health & Safety Coordinator" to the following on/before Wednesday, October 14, 2020 at 4:00 p.m.:

Human Resources Department  
City of Brockville  
P.O. Box 5000  
1 King Street West  
Brockville, Ontario K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



## CITY OF BROCKVILLE

### JOB DESCRIPTION

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<b>POSITION:</b>	<b>Health &amp; Safety Coordinator</b>
<b>DEPARTMENT:</b>	<b>Human Resources</b>
<b>REPORTS TO:</b>	<b>Manager of Human Resources</b>

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#### **PURPOSE AND SCOPE:**

The Health & Safety (H&S) Coordinator is responsible for assessing and monitoring the organization's compliance with legislation and standards in order to promote the well-being of employees in the workplace, manage exposure to risk and reduce costs related to workplace injuries and/or non-compliance fines and penalties. This position is also responsible for the development, implementation, promotion, and maintenance of all aspects of the corporate health and safety program.

#### **DUTIES AND RESPONSIBILITIES:**

- Develop, recommend, implement and manage effective Occupational Health and Safety policies, programs and practices in partnership with management, to manage and prevent risks related to health and safety to ensure statutory compliance.
- Provide advice and guidance to all departments related to employee workplace safety, ergonomics and occupational hygiene issues, to ensure staff receives timely and professional occupational health and safety advice and services that focus on reducing risk of personal illness and injury.
- Provide advice and guidance to managers/supervisors to ensure legislative compliance.
- Participate as a member, liaise with and provide guidance to the organization's Joint Health and Safety Committees (JHSC).
- Act as the organization's main contact to the Ministry of Labour, and actively interact with the Joint Health and Safety Committees.
- Develop and deliver training programs and workshops for employees and supervisors related to occupational health and safety and the Health and Safety Programs, including new hire orientation.
- Ensure workplace inspections are completed in a timely manner and follow-up is conducted regarding identified hazards.
- Conduct workplace audits to identify unsafe work conditions and practices to reduce workplace accidents.
- Analyze statistics and data from accidents and problems, identify systemic problems/concerns, develop recommendations to address systemic problems, and work with department managers to address the root cause; ensure that identified corrective actions are implemented.
- Compile and track statistics and data to facilitate the prioritization of mitigation strategies.
- Interpret applicable codes, standards, guidelines and relevant legislation and keep apprised of changes to applicable legislation to ensure on-going regulatory compliance.
- Ensure regular evaluation of the workplace for occupational health and safety hazards and actively assist departments to reduce risk, meet legislative requirements and ensure the ongoing health and safety of the workplace.
- Coordinate required workplace environmental testing.

- Ensure effective investigation of workplace accidents/incidents. Provide immediate response to workplace emergencies that may affect the well-being of employees and the public.
- Provide support to supervisors and managers in conducting critical incident investigations, review accident investigation reports to determine contributing factors, patterns or trends, make recommendations to reduce likelihood of recurrence and monitor follow up on corrective actions when necessary.
- Deal with non-compliance issues, lockouts, evacuations, shutdowns and work refusals. Recommend appropriate corrective action.
- Maintain a health and safety training database of all health and safety training provided to employees.
- Assist the Manager of Human Resources in the annual budget preparation process as it relates to health and safety requirements.
- Prepare reports such as statistical reports and health & safety reports.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

**Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.**

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### Essential (Minimum) Qualifications:

- College diploma in Occupational Health & Safety, Occupational Hygiene, Human Resources or related discipline.
- Level II Occupational Health & Safety Committee Certification.
- Advanced computer proficiency including thorough knowledge of Microsoft Office programs.
- Thorough working knowledge of the *Ontario Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*.
- Team oriented with proven capability to foster the desired organizational culture and outcomes through a consultative, collaborative approach.
- Excellent interpersonal and relationship management skills combined with a customer service orientation.
- Well-developed written and oral communication skills with the ability to listen intently and inquire into situations.
- Proven analytical and decision-making skills to examine specialized and broad problems and develop solutions and/or to address confidential and sensitive issues.
- Ability to conduct research into legislative or policy changes and to present ideas in a professional manner while adapting messaging to diverse employee groups.
- Highly self-motivated and directed as position requires initiative and independent thinking to respond to variables.
- Keen attention to detail for a role where quality assurance is important.
- Integrity and discretion necessary to safeguard confidential information
- Valid G Class Driver's License.

#### Asset (Preferred) Qualifications:

- Canadian Registered Safety Profession (CRSP) certification or a willingness to obtain a CRSP.
- A designation of Certified Human Resources Professional combined with Health and Safety training.
- Other related training such as Critical Incident Stress Management and Mental Health First Aid.

### **WORK EXPERIENCE:**

#### Essential (Minimum) Qualifications:

- Three (3) years of relevant and progressive experience in a unionized environment with a focus on health and safety.
- Experience with coordinating occupational health & safety programs across a diverse organization including internal responsibility systems and development of policies and practices to support a proactive safety culture is necessary to have early success in this role.

- Experience must include interpreting and applying applicable legislation, including the *Occupational Health and Safety Act (OHSA)*, *Workplace Safety and Insurance Act (WSIA)*, *Ontario Human Rights Code (OHRC)*, *Employment Standards Act (ESA)*, *Personal Health Information Protection Act (PHIPA)*, and other applicable legislation as well as internal policies, procedures and collective agreements.
- Experience handling confidential and sensitive matters.

Asset (Preferred) Qualifications:

- Experience in a unionized environment.

**SUPERVISION:**

- The position has no direct supervisory responsibility; however, it is an advisory role in the training and guidance of staff on health & safety processes, policies, and procedures.

**WORK ENVIRONMENT:**

- Work in an office environment with outside work as required.
- Attend after hour meetings as required.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.