

## **Health and Safety Coordinator, FULL-TIME**

Reporting to the HR Senior Manager, you will contribute to the success of the Health and Safety function as well as provide support to the HR Department. As a Health and Safety Coordinator you will support activities designed to provide a safe and compliant facility through the creation, implementation and overview of the H&S program. You will be an important contributor to the collaborative HR team to support managers and employees by building trust and providing timely advice and support.

### **Responsibilities:**

- Develop, implement, monitor and audit components in the H&S program
- Deliver or source safety related training and education as required
- Guide all staff regarding the interpretation and administration of the Workers Compensation Act Occupational Health and Safety regulation as well as other relevant legislation
- Collaborate with departments to identify, assess and recommend strategies to prevent workplace incidents from occurring
- Work collaboratively with department's to promote compliance and responsible behavior as mentioned in company policies, relevant H&S standards, codes, regulations, and best practices
- Assist with incident reporting and investigations
- Act as a key contact for external parties for claims, audits and compliance requirements related to safety
- Lead and participate in a variety of safety-related meetings collect safety data including but not limited to training WorkSafeBC statistics workplace incidents etc.
- Manage and update all H&S documentation and programs
- Update policies and procedures related to COVID-19 as necessary
- Perform other duties as required

### **Requirements**

- A diploma, Certificate or Degree in Occupational Health and Safety, Industrial Hygiene or Industrial Science
- Minimum one year of Occupational Health and Safety experience
- Knowledge of the WCA, OHSR and other relevant legislation
- Knowledge of return to work programs and case management
- Energetic and self-motivated
- Able to present H&S in a positive and practical manner
- Strong organizational and time management skills
- Proficiency with MS Office applications
- Knowledge of the Canadian Biosafety Standards is an asset
- Valid OFA Level 2 is an asset