

ID:	MHR-00054C	Title:	Health and Safety Coordinator, Contract, Full-Time
Date:	May 3, 2021	Employer:	Confidential
Location:	Surrey, BC	Salary:	CAD 65,000 per annum

Job Description

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

Required Work Practices and Competencies

- 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
- Valid OFA Level 2 is an asset

TRUST
TRANSPARENCY
TRUE COMMUNICATION



Work Environment

- Office and occasional plant visits.
- Works 40 hours a week
- Some travel required (less than 10 hours a month)