

EMPLOYMENT OPPORTUNITY

Occupational Health and Safety Coordinator

Permanent Part-Time Position

The Town of Redwater is situated just 35 minutes north east of Edmonton and borders the Alberta Industrial Heartland, this community is poised for significant growth. Redwater offers great recreation, culture, education and health care to the area residents. Visit our website to learn more about our great community: www.redwater.ca.

Our team is seeking an individual who is highly motivated and enthusiastic who will fill the role of **Occupational Health and Safety Coordinator**. This position is responsible for providing coordination and administration of health and safety initiatives for the Town Manager and all departments while ensuring compliance of the OH&S Act, Regulation & Code and established Health & Safety policies.

Responsibilities:

- Assist with policy development in relation to health and safety
- Ensure all aspects of the Health & Safety Program are implemented and followed
- Track incidents/accidents and near misses to ensure corrective actions are completed
- Perform incident/accident investigations as they occur ensure timely completion of documentation. Report to Provincial OH&S as necessary
- Schedule all health and safety committee meetings and other meetings as required
- Prepare agendas, chair the OH&S committee meetings and maintain an action list for the health and safety program
- Perform and track new hire health and safety orientations
- Schedule and conduct internal and external safety audits to maintain COR program

Qualifications:

- Occupational Health & Safety certificate or diploma from an accredited post-secondary institution and COR Internal Auditor Certified
- Minimum 5 years experience in developing and implementing effective Health & Safety programs
- Computer expertise including Microsoft Word, Excel, Outlook, PowerPoint, Excellent communication skills
- Strong Comprehension of the OH&S Act, Regulation & Code
- Experience with CorePoint is an asset

A detailed position description is available on our website: www.redwater.ca

The Town of Redwater provides an excellent salary and benefit package. Salary range for this position is based on level of education and experience. Please forward your resume and three work related references to:

Larry Davidson, Town Manager

Town of Redwater, Box 397, Redwater, AB, T0A 2W0

Email: cao@redwater.ca Fax: (780)942-4321 Ph: (780)942-3519



Deadline for submissions of résumés is **November 9, 2020.**

The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.