

## **OCCUPATIONAL HEALTH AND SAFETY COORDINATOR POSITION DESCRIPTION**

### **PURPOSE OF THE POSITION**

The Occupational Health and Safety Coordinator 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 along with applicable Health & Safety policies.

### **SCOPE**

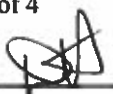
Reporting to the Town Manager, the Occupational Health and Safety Coordinator is responsible for providing guidance to all Town departments in various areas of health and safety including encouraging compliance of the OH & S Act, Regulation & Code as well as applicable municipal health and safety policies, and for coordinating the Town's health and safety program. The Occupational Health & Safety Coordinator will work with managers to model and promote an organizational culture that fosters safety practices through effective leadership.

### **RESPONSIBILITIES**

- Assist with policy development in relation to health and safety
- Ensure all aspects of the Health & safety Program are implemented and followed
- Liaise with AMHSA & OH&S and other safety related organizations on behalf of the Town of Redwater
- Schedule all health and safety committee meetings and other meetings as required
- Prepare agendas and chair the OH&S committee meetings
- Maintain an action list for the health and safety committee
- Periodically attend workplace Health & Safety meetings at Public Works, Community Services and Corporate Services
- Schedule and lead all workplace inspections
- File workplace inspection reports and maintain a list of outstanding corrective actions
- Perform incident/accident investigations as they occur
- Review documentation of incidents/accidents in a timely manor and ensure documentation is complete. Report to OH&S as necessary
- Track incidents/accidents to ensure any corrective actions are completed
- Perform and track new hire health and safety orientations. This may include ergonomic assessments of stationary work stations as required/requested.
- Track and file all near miss and incident reports
- Schedule and conduct internal and external safety audits
- Report audit findings to the appropriately identified personnel
- Ensure departments adhere to the contractor and prime contractor processes



- Ensure mock drills are tracked and the minimum amount of drills are performed
- Review and assist in the development of practices and procedures and relevant safety related documentation including Codes of Practice, Standard Operating Procedures and Hazard Identification, Assessment & Control
- Communicate health and safety information to staff, with assistance from the leadership team
- Provide the leadership team with recommendations for required health and safety training for staff and assist with coordination
- Ensure all forms are up to date in the appendix
- Adhere to the Town's Health and Safety Program
- Report budget needs to the Town Manager



## KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge:

- Occupational Health & Safety certificate or diploma from an accredited post-secondary institution or working towards certification or diploma
- Alberta Municipal Health and Safety Association (AMHSA) Recognized Municipal Health and Safety Advisor certification
- Experience with municipal health and safety
- Auditor status through certifying partner AMHSA is recommended.
- Emergency First Aid is required.
- Strong Comprehension of the OH&S Act, Regulation & Code

### Skills:

- Must demonstrate knowledge and understanding of safety in the workplace
- Proficient in written communication skills and editing
- Ability to multitask and prioritize
- Effective verbal skills
- Time management skills
- Highly organized and efficient
- Self-starter, able to work effectively on their own
- Strong interpersonal skills and ability to work within a team environment

### Personal attributes:

- Positive engaging personality
- High energy and enthusiasm
- Maintain a high standard of confidentiality
- Maintain standard of conduct
- Flexibility
- Demonstrate sound work ethics with attention to detail
- Adhere to the Municipal Code of Conduct
- Maintain a clean standard of hygiene and neat appearance

**CERTIFICATION**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Supervisor's Title and Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand  
the responsibilities assigned to this position

I certify that this job description is an  
accurate description of the  
responsibilities assigned to the position

\_\_\_\_\_  
Senior Administrative Officer's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.