

# Job Vacancy

**Position:** Health & Safety Coordinator  
**Job Posting:** 073-088-2022  
**Department:** Corporate Services  
**Division:** Human Resources  
**Status:** Full Time

**Wage Range:** \$88,280 – \$105,111  
**Job Class:** 6  
**Shifts:** 35 hours/week  
**Posted:** October 26, 2022  
**Closes:** November 2, 2022, 4:30pm

## Purpose:

Develop and co-ordinate the City's Health and Safety and Accident Prevention Programs, consistent with legislative requirements.

## Primary Duties and Accountabilities include, but are not limited to:

- Formulate and supervise the execution and enforcement of the Corporation's Health & Safety and Accident Prevention Programs.
- Advise department managers, supervisors and employees with respect to the interpretation and application of corporate policy, by-laws and government legislation/regulations pertaining to health, safety and accident prevention.
- Establish and implement policies and programs to ensure compliance with Federal and Provincial legislation, such as the Occupational Health and Safety Act, Workplace Safety and Insurance Act, etc.
- Co-ordinate and facilitate activity of the City's Joint Health & Safety Committees.
- Monitor the work environment, to include: identifying hazardous substances or situations, recommending methods of control, conducting work place inspections, issuing directives and follow up to ensure compliance.
- Act as the City's representative when meeting with the Ministry of Labour, Immigration, Training and Skills Development, in relation to accident investigations, orders and compliance.
- Monitor Health and Safety programs through the collection and analysis of statistics, (i.e., WSIB costs, injury frequency, sick leave, etc.), to identify, recommend and implement measures to reduce incidents and accidents.
- Co-ordinate and/or conduct the development and implementation of health and safety training for all employees, e.g. New Employee Orientation, WHMIS, Workplace Violence and Harassment.
- Assist with managing the City's Contractor Safety Program.
- Manage and maintain the City's Automated External Defibrillator (AED) Program.
- Conduct accident investigations and recommend corrective and preventative actions.
- Perform Industrial Hygiene Testing as required. (i.e. Indoor Air Quality, Sound Levels. Light Levels)
- Perform other related duties, as required.

## Qualifications:

- University Degree or College Diploma, in a related field; e.g. Occupational Health and Safety, Health & Safety Management, etc.
- Certification as a Canadian Registered Safety Professional (CRSP), is an asset.
- Three years as a health & safety professional, with progressive supervisor responsibility; preferably in a similar work environment.
- Knowledge and understanding of relative legislation, e.g. Occupational Health & Safety Act, Workplace Safety and Insurance Act, etc.
- Valid class 'G' driver's license.
- Computer literacy with software programs, and Microsoft experience in Excel, Word, PowerPoint and Outlook.
- Working knowledge of Parklane Software, is an asset.
- Communicate in an effective and tactful manner with various levels of staff,
- Excellent interpersonal skills, with the ability to communicate effectively both verbally and in writing with a range of stakeholders.
- Organize time and tasks successfully.
- Ability in decision-making and problem-solving.
- Knowledge of data analysis and reporting.
- First Aid and C.P.R., is an asset.

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 073-088-2022 Health & Safety Coordinator

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.