



Job #2021- WPHS2 - Job Posting: Workplace Health and Safety Coordinator

Agency: Life's Journey Inc.

Program: Administration

Wage: \$26.71 - \$31.79 based on qualifications

Hours: Monday – Friday 8:30 am – 4:30 pm

Date Posted: October 7, 2021

Closing Date: October 14, 2021

Please direct all applications to Melody Chaudhary Director of Human Resources,
careers@lifesjourneyinc.ca

POSITION DUTIES AND RESPONSIBILITIES:

- Coordinates and leads the development, implementation and maintenance of safety operational procedures.
- Assists departments/offices/residential shift staffed homes towards achieving processes including reviewing significant accidents / incidents, compiling and analyzing data, recommending control strategies and conducting follow-up.
- Leads the team activities, such as quality improvement, standards development, and risk management.
- Review safe work practices, in consultation with the Managers and Directors. Monitors the effectiveness of the safety program.
- Provides statistical and other data monitoring health & safety related activities for the purpose of analysis and identification of educational needs.
- Coordinates the presentation safety education, training and awareness programs ensuring that educational records are maintained.
- In collaboration with the all departments, establishes and maintains databases and associated reports to meet the regulatory requirements as well as for the operational segments of the departments / sites safety & health program overall.
- Participates in the orientation of new employees on safety issues.
- Acts as liaison between all departments / offices with issues such as job hazard evaluations, appropriate corrective action, hazardous materials, emergency response, education and training, etc.
- Maintains current working knowledge of legislation, regulations, standards, codes, practices, procedures and policies related to safety.
- Leads the development, revision, implementation and evaluation of practice standards, and/or legislative changes.
- Establishes and maintains a working relationship with the Provincial Workplace Safety & Health Division and other appropriate external agencies, institutions, organizations and regulatory bodies.
- Participates in various committees as required.
- Adheres to all safety & health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above skills and capabilities.
- Work collaboratively with Human Resources
- Process and follow up with Workers Compensation Board Claims
- Facilitate WCB Return to Work meetings.
- Liaison between staff and Worker's Compensation Board assisting with plans for modified work duties and placements.

EDUCATION:

- Post secondary education in Occupational Health & Safety / Industrial Hygiene.
- Registration as Canadian Registered Safety Professional preferred.

QUALIFICATIONS AND EXPERIENCE

- Minimum 2 years in Workplace Health & Safety, preferably in a health care environment.
- Previous experience performing all aspects of Job Hazard Analysis.
- Previous experience in the development and implementation of Health & Safety programs in accordance with the Workplace Safety & Health Act.
- Previous experience in the preparation and delivery of Occupational Health & Safety educational material.
- Prior experience working with computers business software, particularly Microsoft Office 2000 and Microsoft Project Management preferred.
- Demonstrated leadership skills in a multi and inter-disciplinary team environment.
- Ability to facilitate staff working to the professional expectations of practice
- Supervisory or management experience an asset.
- Strong communication and presentation skills in both verbal and written format in English.
- Strong organizational and interpersonal skills.
- Ability to effectively respond to concerns and questions from groups of managers, clients, customers and the general public.
- Ability to motivate others and apply creative approaches to problem-solving strategies.
- Ability to function in a team oriented environment.
- Ability to effectively act in neutral capacity in matters related to accident investigation and health & safety regulatory capacity.
- Must be able to work under pressure including tight deadlines and urgent requests for job tasks.
- Knowledge of Community Living & Disability Services

CORE COMPETENCIES FOR ALL EMPLOYEES: Respect, Collaboration, Integrity, Effective Communication, Patience and Perseverance, Reasoning and Decision Making

Life's Journey strives towards a workforce that has fair representation of the community that we serve.