

## Health & Safety Coordinator Position

### ROLE SUMMARY

The H&S Coordinator is responsible for providing operational support for all health and safety requirements of the company. This individual will work closely with the JHSC and Senior Management to ensure that the H&S program is maintained and communicated to employees, regulatory requirements are met, and that all training standards are updated.

### KEY RESPONSIBILITIES

- Ensure the company's H&S program is up-to-date, promoted to all impacted individuals and is enforced
- Assist in the development, revision, and maintenance of policies, procedures, forms, and documents related to Conestogo Mechanical's H&S program.
- Participate in regular inspections of all workplace locations including construction sites
- Assist in representing the company on Health and Safety matters
- Follow-up on all injuries, near misses, and hazards.
- Responsible for tracking employee safety training certificates
- Organize and attend all safety related meetings including Joint Health & Safety (JHSC) Committee and site construction meetings
- Coordinating safety talks, site inspections, and other health and safety meetings as required
- Scheduling training for staff
- Research new software opportunities/platforms and implement digital H&S System
- Filing, tracking, and distributing various safety related documents for due diligence
- Preparing and distributing health and safety communications and documents as required
- Other responsibilities within the scope and spirit of the role as required

### REQUIREMENTS

- Experience in Occupational Health and Safety
- Proficient with MS Office (Word, Excel, Outlook) and Adobe
- Valid G driver's license
- Certified member of JHSC an asset
- Working at Heights certification an asset
- Experience in the construction industry an asset

### PERSONAL ATTRIBUTES

- High level of professionalism and ability to prioritize tasks
- Excellent communication skills, both verbal and written
- Excellent interpersonal skills and the ability to build rapport with diverse groups of people