

Health and Safety Coordinator

Employer: Norpro Security Ltd.

Posted: 4 weeks ago

ES Job ID: 15499

Sector(s): Other

Closing Date: May 15, 2024

Location: Sault Ste. Marie

Duration: Casual , Temporary

Job Description:

Job purpose

To provide support to all parties in the workplace. To assist clients to ensure work is being performed in line with any defined procedure/practice and/or legislation. To promote an overall positive safety culture by working to ensure others complete their work safely, by identifying hazards and making recommendations to correct.

Duties and responsibilities

- Conduct regular workplace/site inspections including the ability to monitor and recommend corrective action.
- Collaborate with Managers and Supervisors to monitor compliance and identify and resolve safety issues.
- Assist in the development and maintenance of health and safety policies and procedures.
- Ensure all regulatory requirements are being adhered to including ensuring employees work in compliance with company health and safety standards, in addition to OHSA and applicable regulations.
- Execute and/or coordinate internal investigations to determine root causes and actions to prevent.
- Deliver safety orientation for all new and existing employees, when required.
- Conduct hazard assessments and risk assessments on equipment and processes.
- Perform job site inspections, recording findings on documents and distributed to Clients as required.
- Attend health and safety project site meetings, take notes to bring information back to work group.
- Maintain SDS information and perform follow-ups on job site inspections.
- Conduct audits and make recommendations on personal protective equipment.
- Analyze the relevant leading and lagging indicators to take or recommend appropriate actions to prevent a reoccurrence.
- Participate in various projects as they relate to the health and safety function of the Client.
- Manage all relevant and related administrative duties as required by the Company/Client.
- Travel to various mine sites/industrial worksites may be required.
- Other duties as required

Working Conditions

Work will be on a construction project in a heavy industrial environment.

Job Type: Temporary, on-call/casual basis with 8-12-hour shifts, days/nights/weekends, overtime shifts.

Number of Positions: 4

Location: Sault Ste. Marie, ON

Start Date: May/June

Closing Date: Until positions are filled.

At Norpro, you can expect:

- Competitive wages
- Employment growth opportunity
- Professional development opportunities
- Being a part of a team and company that appreciates each other and your efforts

Required Skills:

- Relevant post-secondary training in Occupational Health and Safety or a combination of education and experience is determined to be equivalent.
- A minimum of 3 years of experience as a Health and Safety professional is preferred.
- Professional Health and Safety designation such as Canadian Registered Safety Professional (CRSP), Certified Health and Safety Consultant (CHSC) or working towards designation is an asset.
- Possession of a valid class G licence is required.
- Joint Health and Safety Certification is an asset.
- Working at Heights (WAH) is an asset.
- Standard First Aid with CPR and AED Certification is an asset.
- Bilingualism (English and French) is an asset.
- Self-starter with excellent organizational and time management skills
- Attentive to details to ensure quality.

Knowledge, Skills and Abilities

- Demonstrates strong leadership qualities and is a team player.
- Experience in a related Health and Safety position within the construction and/or mining industry with knowledge of Occupational Health and Safety Act and Regulations.
- Knowledgeable and highly competent health and safety professional who is passionate about making a difference in people's lives.
- Hard worker who cares about the well being of themselves and others.
- Familiar with WSIB regulations and policies.
- Good understanding of current legislation and regulations as it pertains to health and safety.
- Ability to provide detailed reports and develop safety procedures.
- Good understanding of data analysis and risk assessment.
- Proficiency with database applications and administrative systems, specifically Microsoft Office and Windows.
- Strong organizational skills and ability to work alone, prioritize tasks and responsibilities accordingly.
- Excellent relationship- building and communication skills. Excellent verbal and written communication skills, including the ability to effectively communicate with internal and external customers.
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Requirements:**Physical Requirements**

- Walking, climbing stairs/ladders, standing long periods of time.
- Must be able to lift

Must be able to wear full PPE required for work, consisting of but not limited to:

- CSA approved hard hat
- CSA approved steel toe boots.
- High vis apparel.
- CSA approved safety glasses.
- Appropriate hearing protection.
- Full body harness; working at heights.
- Respiratory protection (clean shaven) if required

How to Apply:

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

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**YOUR JOB IS OUT THERE.
WE'LL HELP YOU FIND IT.**

Please send a copy of your Resume and Cover Letter to healthandsafety@norpro.ca

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful, and equitable workplace.

We invite all interested individuals to apply and encourage applications from all qualified candidates, without regard to race, color, citizenship, religion, sex, marital/family status, sexual orientation, gender identity, age or disability.

Only those who qualify for an interview will be contacted. An offer of employment will be conditional upon an acceptable Police Criminal Record and Judicial Matters Check (PCRJMC) Record Check.

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