



JOB POSTING
Human Resources
Health and Safety Coordinator
Full-Time Permanent
1 Position
Salary \$48,000 to \$56,000 Annually
Posting No. MS0132

POSITION SUMMARY:

The Health and Safety Coordinator is responsible for supporting and promoting a safe and healthy work environment for Mission Services. Working in collaboration with the various Health and Safety Committees and programs, this individual will be responsible for identifying health and safety concerns, tracking employee incidents, identifying and coordinating training for employees, and recommending solutions that promote wellness and a safe work environment.

KEY RESPONSIBILITIES:

- Assist with updating Health and Safety information at all Mission Services sites (information could include documents, Health and Safety boards, physical kits)
- Track and input all Employee Incident Report and Serious Occurrence Reports and identify any trends and issues to management and/or the Joint Health and Safety Committees
- Support, participate, and coordinate with the Joint Health and Safety Committee, and follow-up on all safety items
- Maintain and update health and safety policies, procedures, and programs including, but not limited to, First Aid, AED, Fire and Facility Safety, WHMIS, and Emergency Response Plan
- Develop written safety procedures in consultation with management and the Joint Health and Safety Committee
- Support and conduct workplace inspections and coordinate these meetings
- Assist in the development of preventative strategies including communication strategies to raise awareness of workplace hazards
- Evaluate training needs and arrange for employee training such as First Aid, CPR and other training as identified
- Coordinate the delivery of safety training courses and maintain accurate training records
- Work with the Human Resources team to develop, implement and maintain workplace wellness programs including psychological and physical wellness programs
- Recommend changes based on industry standards and legislative changes that promote and improve the health and safety of the workplace
- Adhere to a strict policy of confidentiality
- Follow Mission Services' workplace health and safety policies and procedures at all times
- Uphold the organization's mission, values and standards
- Additional projects and duties as assigned

QUALIFICATIONS:

- Post-secondary education in Occupational Health and Safety or related field
- Occupational Health and Safety Certificate or Diploma preferred
- A minimum of 3 to 5 years experience and/or knowledge of health and safety in the workplace
- Knowledge and understanding of Occupational Health and Safety Act (OHSA) and regulations
- Certified Joint Health and Safety Committee member would be an asset
- Strong interpersonal communication skills and excellent verbal and written communication skills
- Strong attention to detail and ability to take initiative and problem solve
- Ability to work independently, handle multiple projects and collaborate effectively
- Analytical skills and ability to provide data to support decisions that promote a safe work environment
- Ability to inspect, investigate and provide solutions
- Strong administration skills
- Proactive individual who can work well independently and in a team environment
- Proficiency with Microsoft Office Suite, Desktop Publishing and various social media platforms
- Respect for the people served by Mission Services, and an understanding of their needs
- Valid driver's license, with good driving record
- Vehicle ownership an asset

HOURS OF WORK:

- Mainly weekdays; however, may be required to attend after hours for potentially related Health and Safety emergencies
- 37.5 hours per week

REQUIREMENTS:

- Vulnerable Sector Police Check
- Two-Step Tuberculosis Skin Test
- Proof of COVID-19 vaccination, or willingness to register to receive this vaccination as soon as possible

To apply for this position, please send your cover letter and resume by 5:00PM on December 2, 2021 to:

Director of Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

At Mission Services of Hamilton, we value diversity in our employees and we work from an anti-racism/anti-oppression framework and strive for equity and inclusion.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities

Mission Services is also committed to developing an inclusive, barrier-free selection process and work environment. We thank all applicants, however, only those candidates selected for an interview will be contacted. If contacted, please advise us if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.