

**Title: Regional Safety Coordinator**

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**Reports To**

VP, construction

**Summary**

The regional safety coordinator develops, administers and implements company-wide occupational safety programs and serves as the coordinator for the occupational safety programs within the Alberta region. The regional safety coordinator reviews weekly, monthly and annual safety activities within the program as well as acts a primary advisor to the site leadership for proactive and corrective measures. The regional coordinator enhances communication between all stakeholders through effective documentation, reporting and coaching activities. In conjunction with the safety consultants, the coordinator is responsible for drafting, implementing, measuring and evaluating departmental occupational safety activities.

**Core Competencies**

- Persistence/Perseverance
- Communication
- Accountability
- Relationships and Teamwork

**Key Responsibilities**Reporting

- Responsible for providing monthly reports to senior leaders of site activities and documentation to demonstrate clearly the effectiveness of the safety program

Document Control

- Responsible for full cycle production of safe work procedures and practices including: drafting and obtaining third party sign off; communication and implementation to site; and inclusion in company-wide policy manual
- Ensure the timely completion of accident/injury reporting

Inspections and Audits

- Maintain awareness of amendments to the *Occupational Health and Safety Act (OHSA)* and regulations, and make recommendations for their implementation
- Perform job site safety compliance inspections including hazard analysis, safe work procedures, written reports and recommendations
- Responsible for ensuring that any actions required as a result of site safety documentation is conducted and work
- Responsible for coordinating quarterly site safety audits with third party safety consultants and for accompanying consultants on site tours with the aim of partnering with them toward advancing areas for improvement
- Responsible for monitoring adherence to the company safety program by all employees and sub-contractors

### Coordination

- Coordinate return to work plans in the field under the direction of the human resources lead
- Coordinate the activities of other occupational safety personnel

### Program Development and Maintenance

- Plan, design, develop, implement and evaluate departmental occupational safety programs in conjunction with the third party safety consultants
- Design and write safety practices and procedures to conform to industry standards and federal, provincial and local regulations

### Advising, Coaching and Mentoring

- Provide guidance to field personnel via safety briefings
- Provide advice and counsel to management and other employee groups on a broad range of occupational safety issues and decisions
- Advise on improvements in tracking and reporting procedures
- Provide direction and/or guidance to less experienced occupational safety personnel

### Miscellaneous Duties

- Perform additional assignments per supervisor's direction

### **Qualifications and Experience**

- NCSO
- Advanced first aid
- Three- to five-years' experience in occupational health and safety
- Comprehensive knowledge of the *Occupational Health and Safety Act* and regulations
- Advanced skills in coaching and mentoring and achieving *buy in*
- Strong organizational skills
- Strong communication skills (both verbal and written)
- Proficient with database applications and administration systems, specifically Microsoft Office
- Ability to work effectively alone and prioritize
- Must be a highly motivated and team-oriented individual with an attention to detail
- Enthusiasm for challenge and new initiatives are prerequisites

### **Work Conditions**

- Physical ability to lift 25 pounds
- Interacts with management, colleagues, visitors, third party consultants, government agencies/personnel
- Travel may be required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required