

HEALTH AND SAFETY COORDINATOR

EXEMPT OR UNION: Exempt**SALARY LEVEL:** Exempt Grid**LOCATION:** Field Road**APPROVED BY:** Senior Manager, Human Resources**DEPARTMENT:** Human Resources**DIVISION:** Human Resources**REPORTS TO:** Senior Manager, HR**UPDATED:** August 2026*Replaces: Health and Safety Coordinator**Date: December 2023*

SUMMARY: Under the general direction of the Senior Manager, Human Resources (HR), and as a collaborative and valued member of the human resources team, provides a broad range of technical, administrative, and other professional services and advice to management, staff, agency representatives, and others, in support of corporate programs, operations, and activities that include, but are not limited to occupational health and safety, well-being, legislative compliance, and the Certificate of Recognition (COR) Program.

KEY RESPONSIBILITIES *include:*

1. To promote safety awareness in support of safe working practices while exercising authority and discretion on behalf of the SCRD in alignment with the Health and Safety Program, related policies, associated work procedures, investigations, and inspections.
2. Collaborates with organizational leadership, staff, and Joint Health and Safety (JHS) Committee members to strengthen health and safety practices by supporting operational inspections, hazard identification and risk analysis, incident investigations, planning activities, and training programs.
3. To guide, promote, and ensure ongoing compliance with the Workers' Compensation Act, OHS Regulations, Safety Management System (SMS), Collective Agreement, other relevant legislation, policies, and bylaws, and to coordinate the development, implementation, sustainment, and evaluation of the effectiveness of the Certificate of Recognition (COR) program.
4. To support the HR team and liaise with key stakeholders including WorkSafeBC, medical professionals, related agencies, union representatives, and others in connection with matters such as attendance and disability case management, transitional work arrangements, stay at work programs (SAW), graduated return to work programs (GRTW), duty to accommodate (DTA) considerations, physical and mental well-being, and occupational health and safety.
5. To research and compile information for such purposes as policy and procedure development, job demands analysis, specific program and/or training needs, and to prepare associated reports and provide related training as appropriate.
6. To support health and safety related or other HR processes including engaging in ergonomic assessments, coordinating the annual audiometric program, actively monitoring the scheduling, training, and availability of Occupational First Aid (OFA) Attendants, and updating all associated personnel files.

TYPICAL ACTIVITIES *include:*

1. Acts as the primary point of contact on health and safety related matters for all JHS Committees, serves on the JHS Labour/Management Committee, and educates and trains staff on the SCRD's Health and Safety Program.
2. Researches, develops, and maintains the SCRD's Safety Management System (SMS) and Certificate of Recognition (COR) program and documentation.
3. Recommends improvements to accident and incident reporting procedures and works closely with supervisors, managers, and JHS Committees to ensure all such reports are investigated in a timely and effective manner and that associated corrective action recommendations are appropriately and consistently implemented.
4. Oversees and provides leadership to health and safety processes including, but not limited to, audiometric testing and hearing protection, fall protection, lockout, confined space entry, fit-testing, occupational first aid assessments, hazard identification and analysis, risk assessments, job demands analysis, and ergonomic assessments.
5. Guides staff and ensures ongoing updates to all Safety Management System and related documents including WorkSafeBC (WSBC) reports, safety training records, safety related certifications (first-aid, fall protection, etc.), reviews JHS Committee minutes and follows up as required, and ensures worksite inspections and annual reviews are conducted and recorded.
6. Provides support and leadership to North American Occupational Safety and Health (NAOSH) activities and engages in promoting safety awareness by participating in programs, campaigns, educational sessions, and/or presentations to community associations and other stakeholders.
7. Assists with related human resources management functions as and when required.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of a Diploma in Human Resources or Occupational Health and Safety, ideally supplemented by specialized training such as NIDMAR Certified Disability Management Professional (CDMP) or Certified Return to Work Coordinator (CRTWC), and relevant course work in occupational health, workplace mental health or wellness.
- Three (3) years' progressively more responsible, relevant experience, ideally including two (2) years in a unionized environment.
- A valid Intermediate First Aid (IFA) certificate, or willingness to obtain, with preference given to Advanced First Aid (AFA) certification.
- Certification or willingness to obtain certification in relevant areas such as Certificate of Recognition (COR), ergonomic assessments, confined space entry, fall protection, and other safety related matters.
- Consideration may be given to an equivalent combination of education and experience.
- A valid BC Class 5 driver's license.

OTHER SKILLS/KNOWLEDGE

- Excellent interpersonal communication skills, especially the ability to write reports, policies, and procedures, and the ability to design and deliver effective oral presentations.
- Working knowledge of all relevant legislation such as the *Workers' Compensation Act & Occupational Health and Safety Regulations*, the *Employment Standards Act*, the *BC Human Rights Code*, and the *BC Labour Relations Code*.
- Basic knowledge of benefit administration plans.
- Proficiency in Microsoft Office programs including Word, Outlook, and PowerPoint.
- Well-developed organizational and time management skills.