



1Life *Workplace
Safety Solutions*

JOB DESCRIPTION

**Workplace Health & Safety
Coordinator Job Description**

Workplace Health & Safety Coordinator Job Description

The Safety & Health Coordinator is responsible for the overall coordination and implementation of the Safety Management System (SMS) to ensure compliance with legislation, industry best practices and organizational policies. Note that the Safety Coordinator/Management is NOT responsible for safety or its enforcement.

- Review and evaluate new and changing provincial legislation, standards and industry best practices and their impact to the organization.
- Support supervisors to be confident and competent to perform their legislated responsibilities. As required, communicate critical information and make recommendations to supervisors and management to support an effective SMS.
- Draft or customize (Company-specific) policies, procedures, safe work plans, forms, and checklists etc. and ensuring the consultation of the Workplace Safety and Health Committee or employees at the workplace is obtained.
- Develop and administer the organizational training plan and coordinate the delivery training and education programs.
 - Includes ensuring that all new employees receive company specific safety orientation (Best practice is that the orientation is done at least in part by the employees' supervisor)
 - Support management and supervisors to ensure:
 - Employees are trained in safe work procedures
 - Safety talks and communication are held with workers on a regular basis
- Implement the Inspection Schedule and help management to ensure that required inspections are completed and retain documentation.
- Administer the PPE (Personal Protective Equipment) program
- Ensure hearing tests are conducted annually.
- Implement the Emergency Response Plan and ensure training drills occur.
- Review the WHMIS program annually and ensure that it is up to date and effective.
- Support management and supervisors to ensure incidents are investigated.
- Ensure the WSH Committee or Rep is established and trained and that meetings are held every three months; minutes are posted on the WSH bulletin board.
- Ensure the safety bulletin board is established and maintained.
- Support the systems for evaluation and monitoring of contracted and self- employed workers.
- Develop and maintain a system to track company safety performance, ensure management is aware of the results and corrective actions required.
- Develop and maintain a system to collect and retain all safety related documentation.
- Ensure that the SMS is reviewed every three years. Conduct gap analyses and other forms of measurement to assess organizational safety and health performance and make recommendations and assist management with implementation of recommendations.
- Coordinate the Return-to-Work Program.

The 1 solution to keep your people safe,
so you can grow your business.

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System

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1Life has been the safety consultant for Oakwood Roofing for many years and I am so thankful for the pain relief they have given us regarding any and all safety matters! The advice, online tools, and confidence that 1Life has provided has been invaluable for the progress of our company. The extra bonus is that I, as the controller, no longer have to spend time and stress dealing with safety issues as it's all under control.

*— Doreen Lecuyer,
Controller, Oakwood Roofing
& Sheet Metal Co. Ltd.*



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