



ROLE DESCRIPTION

Position Title: Safety Coordinator
Department: Safety
Reports To: Director, Safety and Quality
OT Status: Non-Exempt
Prepared By: Employment Resources
Prepared Date: September 2015
Approved By: Employment Resources
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Summary

The Safety Coordinator is responsible for providing guidance and technical support to the field staff. In this role, you will administer site-specific requirements of the SafeRing Program, by the laws and regulations. You will act as a liaison and a safety resource for the site team and support project sites by monitoring and ensuring that the employees are practicing the policies and procedures of Alberici's SafeRing Program/Safety Manual.

Essential Duties and Responsibilities include the following, however, other duties may be assigned. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

- Administers, orientates and assists the Foreperson to ensure safety policies and procedures are practiced following the SafeRing Program
- Conducts new hire safety orientation outlining the SafeRing Program, safety requirements/expectations on the project site, as well as the client's safety policies and procedures
- Prepares, coordinates and conducts training on health, safety and environmental related topics to protect, improve and maintain the employees' and the project sites performance, as well as complying with legislative requirements
- Works closely with Project Managers and Superintendents to provide a clean, safe, secure and hazard free project site in compliance with the Alberici policies & procedures, as well as the *Occupational Health and Safety Act*
- Conducts random and scheduled project site inspections, communicates findings to ensure workplace safety and routinely audits on-site safety compliance
- Assists supervisors in properly investigating and documenting all incidents/accidents and injuries, as well as ensuring a system is kept in place with proper documentation
- Supports the Director, Safety and Quality, in meeting the health and safety requirements outlined in the SafeRing Program
- Coordinates and maintains workplace plans, such as emergency evacuations, fire emergency, traffic controls, etc.
- Communicates information on identified hazards, precautions and required corrective actions throughout the project site, as necessary
- Establishes and interfaces with on-site relationships with clients', subcontractors and suppliers
- Provides guidance and expertise to field staff on health and safety issues, as well as provides consultative advice to the project sites for continuous improvement
- Keeps proper records and documents related to safety in good condition and current as per legislative requirements
- Stays abreast with current health and safety knowledge, trends, laws and regulations
- Maintains Material Safety Data Sheets
- Distributes safety material, supplies and equipment
- Available for overtime as required by current department demand, including weekday evenings, weekends, and holidays

Role Description

Safety Coordinator

Additional Duties and Responsibilities

- Recognizes safety as a top priority of the organization
- Wears personal protective equipment on the project site
- Adheres to Alberici Quality Management System
- Adheres to policies and procedures
- Delivers professional customer service
- Adopts a teamwork approach and willingly supports coworkers

Management Responsibilities

None

Education, Experience and Skills

Post-secondary degree/diploma in Health & Safety, Labour Relations, Engineering, or Construction Management related field with 3 - 5 years of experience, ideally in the construction industry.

Thorough understanding of the *Occupational Health and Safety Act*, as well as other safety related laws and regulations, are necessary to apply the rules within the organization.

Technical and Mental Skills

- Practices good communication skills
- Reads, analyzes and interprets documents such as operating and maintenance instructions, and procedure manuals. Writes routine reports and correspondence
- Effectively presents information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form
- Applies concepts such as fractions, percentages, ratios, and proportions to practical situations
- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables

Certificates, Licenses, Registrations

First Aid/CPR and WHMIS Certifications required. CRSP preferred.

Physical Demands are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

Regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Occasionally required to stand and walk. Must occasionally lift and/or move up to 50 pounds.

Work Environment

The office work environment provides a safe and healthy environment, is adequately heated and cooled, is free from exposure and extreme conditions, has appropriate lighting and office furnishings, and is smoke-free and drug-free. When completing project site visits, an employee may be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions.