



#V2003 Health and Safety Coordinator



Sunshine Coast
Regional District

The Opportunity

If you have a passion for safety and a flair for fun, positivity, and innovation, you're just who we're looking for! You'll be the go-to safety guru, offering your sage advice and crafting programs that sustain a focus on our COR (Certificate of Recognition) certification. This role is much more than just policies and procedures – it involves a mix of serious responsibilities and fun initiatives and is all about creating a vibrant, safe, and healthy workplace. Bring your talents and creative spark to the table, develop engaging presentations, design themed safety drills, and elevate our programs to promote excitement about staying safe and healthy. Also, if you have some but maybe not all the qualifications for the role, we would be open to a discussion about a development plan for the right applicant. Please check out the full job description, posted on our website.

What We Offer

The SCRD provides a very competitive compensation and benefits package that includes:

- **Salary:** \$86,312 to \$109,614
- **Comprehensive Benefits:** Vacation, paid statutory holidays, family responsibility leave, sick leave, and more
- **Relocation Allowance:** Support to relocate to the beautiful Sunshine Coast
- **Security and Support:** Group life insurance, AD&D coverage, short- and long-term disability
- **Pension:** Participation in the Municipal Pension Plan (MPP)
- **Well-being:** Access to free, confidential counselling and wellness supports
- **Professional Development:** Support for continuous learning and leadership growth.

The Community

Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the territories of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the incredible Sunshine Coast.

A natural paradise blessed with mild winters and beautiful surroundings, we offer all the best aspects of outdoor adventure, arts, and culture. Whatever hobby or interest you might enjoy, you'll find it here, along with a wide variety of recreational activities right at your doorstep. Big city life is only a short 40-minute ferry ride away. This preferred tourist destination is a great place to live and play.

To learn more please visit [Sunshine Coast Regional District](#), [shíshálh Nation](#) and [Skwxwú7mesh Nation](#).

Who You Are

You are someone who has a passion for health and safety, with empathy for those impacted. You thrive in a multidisciplinary, fast-moving environment, and are able to make connections with a variety of people with all kinds of backgrounds. Your greatest strengths are connecting with people, taking initiatives, and meeting competing priorities and deadlines. Your ability to anticipate challenges and build strong, values-based partnerships sets you apart.

Ready to Make a Difference?

If you are a qualified professional with a passion for health and safety and a track record of excellence in customer service and balancing demanding deadlines, we invite you to consider joining the Sunshine Coast Regional District as our Health and Safety Coordinator. In return, we offer competitive compensation, a commitment to ongoing professional development, a supportive and inclusive work environment, and the opportunity to make a positive community impact.

At the SCRD, we value diversity and are dedicated to building an inclusive workplace that reflects the vibrant communities we serve. We appreciate the time and interest of every applicant and will contact those applicants who have been shortlisted for an interview.

If you're ready to find out if this amazing role is right for you and if this incredible place could become your home, please email hr@scrd.ca by the closing date and time below. Include your name and the competition number in the subject line and attach a current resume and cover letter.

Applications will be accepted until 4:00pm on Friday, July 3, 2026.

We look forward to hearing from you!

HEALTH AND SAFETY COORDINATOR

REPORTS TO: Senior Manager, Human Resources

DATE: December 2023

APPROVED BY: Senior Manager, Human Resources

EXEMPT (Y/N): Yes

DEPARTMENT: Human Resources

SALARY LEVEL: Exempt Grid

DIVISION: Human Resources

Replaces: Health and Safety Coordinator

Date: December 2020

SUMMARY: Under the general direction of the Senior Manager, Human Resources (HR), and as a collaborative and valued member of the HR management team, provides a broad range of technical, administrative, and other professional services and advice to management, staff, the general public, agency representatives, and others, in support of corporate programs, operations, and activities that include, but are not limited to, well-being, occupational health and safety, 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, and to interact with staff and the Joint Health and Safety (JHS) committees to support and evolve associated planning and training programs.
2. 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.
3. 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.
4. 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.
5. 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).

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 an Associate Certificate in Foundations in Occupational Health and Safety, along with a Certificate in Advanced Safety Management, with preference given to a diploma in Occupational Health & Safety (OH&S) or Health, Safety, and Environment (HSE) from a recognized post-secondary institution.
- Three (3) years' progressively more responsible, relevant experience, ideally including two (2) years in a unionized environment.
- A valid Occupational First Aid (OFA) Level 2 certificate, or willingness to obtain, with preference given to Level 3 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.
- A valid BC Class 5 driver's license.
- Consideration may be given to an equivalent combination of education and experience.

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.