



Town of **SLAVE LAKE**

EMPLOYMENT OPPORTUNITY

HEALTH AND SAFETY COORDINATOR

A rewarding, exciting, and challenging experience awaits!

We are looking for a Health and Safety Coordinator to join our team! Under the direction of the Director of Human Resources, the Health & Safety Coordinator is responsible for: Safety Legislation Compliance, Hazard Management, Emergency Response Procedures, Coordinating Safety Training, Coordinating Incident Investigations, and Monthly Facility Inspections. This position requires frequent interaction with personnel and collaboration with all staff to maintain the Town of Slave Lake's Health and Safety Management System.

EMPLOYEES THAT REPORT DIRECTLY TO THIS POSITION:

None

SALARY:

\$35.06 - \$44.17 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide health and safety expertise and leadership, guidance, and direction to managers, supervisors, and workers.
- Provide leadership and direction to the Joint Health and Safety Committee, ensuring that they understand their role and meet legislation.
- Establish and maintain strong relationships with managers, supervisors, and staff across the organization, ensuring that all parties have a clear understanding of their roles and accountabilities to reduce risk, injury, and have a safe workplace.
- Be a resource for workers either reporting unsafe conditions or practices or not satisfied with the resolution of a health and safety issue.
- Coordinate staff education on safety practices as well as risk management strategies through postings, courses, seminars, and training sessions, and provide Safety orientation for all staff.
- Work with the Joint Health and Safety Committee to maintain the safety program.
- Work with appropriate staff to develop, review, and update Safe Work Practices.
- Work with appropriate staff to develop, review, and update hazard assessments.
- Work with appropriate staff to develop, review, and update Emergency Response Procedures.
- Maintain and review the Health and Safety management systems, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Assist and maintain the Health and Safety management records.
- Assist with the preparation of the annual Health and Safety Operational budget.
- Prepare health and safety records to be "audit ready".
- Coordinate and assist with internal and external COR audits for the organization.
- Maintain the Town of Slave Lake's membership as a functional part of the Alberta Municipal Health and Safety Association.
- Coordinate inspections and ensure Town facilities, job sites, and contractor worksites are compliant with safety requirements.
- Coordinate and ensure all incident investigations are completed, review all workplace incidents for trends and causes, and make recommendations to prevent recurrence.
- Report to Occupational Health and Safety, Workers' Compensation Board, and other regulatory authorities as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Safety certification training (e.g., AMHSA, Workplace Hazardous Materials Information System, Leadership to Safety Excellence, PIR Auditor) is considered a strong asset.
- Working towards certification, or already certified, under the Occupational Health & Safety Act/Regulations is preferred.
- Three (3) years of related work experience.
- Experience with ecompliance software would be an asset.
- Training in Microsoft Office applications.
- Current Alberta Class 5 Driver's License.

SKILLS REQUIRED:

- Proficiency with database applications and administration systems, specifically Microsoft Office.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Thorough understanding of relevant legislation and regulations.
- Red Cross First Aid Instructor would be an asset.
- Self-starter
- Problem-solving and decision-making skills
- Well-developed research and presentation skills.
- Well-developed interpersonal skills with the ability to discuss and resolve problems, motivate others.
- Proven organizational skills, ability to manage time, set priorities, possess vision, and plan and organize own work.
- Required to manage several projects simultaneously to meet agreed outcomes with limited resources.
- Written communication skills to be able to effectively prepare correspondence and draft reports on matters relating to the field of expertise.
- Demonstrated skill in dealing with confidential matters.
- Access to, and work with, information of highly confidential nature. Discretionary and confidential handling of all information.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position but gives a general nature and level of work being performed by the incumbent.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Occasional light lifting.
- Long periods of sitting.
- Extensive use of computer and telephone.
- Good lighting, temperature, and noise control.
- Normal working day consists of a maximum of 7.5 hours; however, occasional extended hours may be required.

HEALTH & SAFETY:

All personnel working at the Town of Slave Lake are governed by the Health & Safety Policy.

- Ensure proper ergonomic requirements are met, and good ergonomic procedures are practiced
- Ensure all operations are conducted in a safe manner and in accordance with Town Policies and all Occupational Health and Safety Rules and Regulations.
- Must adhere to all safety standards under the Occupational Health and Safety legislation, Town policies and procedures, and WHMIS guidelines. For specific responsibilities of this position, refer to the Town's Health and Safety Policy, Section 2 – Responsibilities for CAO, Directors, Supervisors and Workers.

How to apply:

1. A cover letter clearly indicating the position title, accompanied by an up-to-date resume is required.
2. Shortlisted candidates will undergo a skills assessment.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

Send your cover letter and resume ([ensuring to include the job title in your email subject heading](#)) to:

Human Resources, Town of Slave Lake

10 Main Street S.W. P.O. Box 1030, Slave Lake, Alberta T0G 2A0

E-mail: hr@slavelake.ca

The application review process will be ongoing, and the positions will remain open until filled.

We thank all applicants for their interest; however, we will contact only those under consideration.