



This position is posted internally and externally

CAREER OPPORTUNITY

Position: Health & Safety Coordinator

Department: Central Administration

Hours: Monday to Friday – 35 hours/week

Position Overview:

This position promotes health, safety and well-being of Lethbridge Family Services and its personnel, promotes occupational health and safety awareness and legislative compliance, and conducts and monitors safety related functions. The position functions as an internal workplace safety resource, providing a wide range of support to LFS personnel.

Key Responsibilities:

- Implement, coordinate, and sustain the organization's health and safety program and track it to ensure goals and objectives are met.
- Develop and review health and safety rules, policies and procedures in accordance with site, organization and government regulations and legislation.
- Remain up to date and ensure compliance with Occupational Health and Safety Legislation and other industry related legislation.
- Work closely with the organization's joint health and safety committees and with all levels of management and employees to ensure safe work practices, procedures and policies are adhered to.
- Conduct and facilitate work site and facility inspections to ensure that health and safety requirement.
- Review all incidents, near misses and potential for serious injuries, conduct internal incident investigations, and root cause analysis when necessary.
- Coordinate the organization's Certificate of Recognition (COR) audit.
- Identify topics and conduct training sessions across the organization on health and safety work practices and legislation.
- Ensure that all personnel are up-to-date on required health and safety training as relevant to their roles.
- Identifies hazards and potential risks and assists department personnel with eliminating or mitigating those hazards.
- Create and maintain hazard assessments for all positions across all departments and maintain an overall job task inventory for the organization as a whole.
- Coordinate Workers Compensation Board program including submissions, follow-up on claims and return to work meetings, and coordination with departments.
- Assist with the organization's emergency preparedness program and conduct training exercises.
- Assist with the development and review of health and safety related policies and procedures.

Qualifications:

- Minimum two years experience in OHS.
- Thorough knowledge and understanding of Occupational Health and Safety and Workers Compensation Board.
- Post secondary education in Human Resources, Occupational Health or other related education.
- Preference given to candidates who have completed, or are in the process of completing, OHS Certification.

Start Date: February 16, 2021

Application Deadline: January 20, 2021

Please submit, in confidence, a resume and cover letter referencing job posting CA14 by January 20, 2021:

Email: humanresources@lfsfamily.ca

Mailing Address: Human Resources, Lethbridge Family Services
100 – 1410 Mayor Magrath Dr. South
Lethbridge AB T1K 2R3

Fax: (403) 587-425-5209

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.



Date Posted: 01/12/2021