



## ***JOB PROFILE INFORMATION***

**POSITION TITLE** : ***Environmental Health & Safety Coordinator***  
**DEPARTMENT** : ***Health and Safety***  
**LOCATION** : ***Wingham, Ontario***  
**REPORTS TO** : ***Health & Safety Supervisor***

### **SUMMARY OF ROLE**

Responsible for implementing, monitoring and enforcing the Company Health & Safety policies and programs, ensuring safe working procedures on company work sites and facilities.

### **KEY CUSTOMERS SERVED**

- Area Managers, Project Managers and all other Company Management
- Employees

### **KEY RESPONSIBILITIES AND/OR SERVICES PROVIDED**

- Implements and oversees safety program through continuous on-site monitoring during field execution
- Liaises with management and labour to ensure that the highest level of due diligence is maintained
- Provides counsel and advice to Company management on all health and safety related matters
- Coordinates and attends on-site health and safety meetings
- Provides site Health and Safety training, indoctrination and orientation to employees
- Provides WHMIS training
- May chair or co-chair Health and Safety Committee
- Thoroughly investigates lost time accidents/incidents and health and safety related complaints
- Generates Health and Safety statistics and provides regular reports in a prescribed format, to the Environmental Health and Safety Manager
- Performs weekly site inspections and monthly safety audits
- Maintains daily/weekly/monthly work activity log books
- Maintains safety records and documents
- Maintains record of all safety and site information used to provide statistics, charts, reports etc.
- Ensures compliance with OHSA and all other relevant H&S related legislation and regulations
- Ensures management remains aware of any potential H&S related issues that may negatively impact the business
- Works with management and employees to develop and implement appropriate return to work and modified work programs
- Maintains zero tolerance for on-the-job safety infractions
- Ensures responsibilities and accountabilities are carried out in a safe manner in accordance with Montgomery Industrial Services Limited safety policy/procedures, ISO 18001 standards and OHSA requirements
- Ensures that environmental aspects within his/her sphere of responsibility are adhered to pursuant to ISO 14001 requirements
- Ability to work afternoon shifts, if required

### **PERFORMANCE CRITERIA**

- Health & Safety Practices, Policies and Procedures are diligently communicated and adhered to
- Zero lost time accidents
- High percentage of return to modified work
- Accessible and available to management and employees with respect H&S complaints and issues

## **PERSON SPECIFICATIONS**

### **Knowledge and Education Requirements**

- Post secondary education (Degree in Management or Occupational Health & Safety) is recommended
- NCSO certification or equivalent
- CRSP (Canadian Registered Safety Professional) designation preferred
- Current knowledge of OHSA, WSIB, Construction and Industrial Safety Regulations
- Current CPR and First Aid training certification
- WHMIS, Fall Protection/Arrest, Lock out, Confined Space

### **Specific Experience or Skills**

- Practical experience in construction site Health & Safety
- Experience in developing and monitoring modified work or light duty programs
- 2-5 years' experience as an Environmental Health and Safety Coordinator

### **Personal Attributes**

- Well organized
- Quality-minded and detail-oriented
- Self starter with demonstrated initiative
- Strong results orientation
- Excellent communicator (both written and verbal)