

Job Description: H&S Coordinator



Integrity, Service & Quality since 1967

Posting: JP220332	Location: Mississauga Office
Supervisor: CHRO	Hours: 8:00 a.m. – 4:30 p.m.

Position Description

The position reports to the CHRO and will be responsible for implementing Health & Safety initiatives as part of the company's ongoing safety program.

Responsibilities

- Represent Delta's core values of **Integrity, Service and Quality** in relationships with both internal staff members and external customers and suppliers.
- Follow Delta Elevator policies and procedures, Employee Handbook, and Health & Safety Manual guidelines.
- Assist in the administration and maintenance of company safety programs with the goal of exceeding regulatory, ISO 45001, and client requirements.
- Assist with inspections and safety audits.
- Provide management with guidance on performing inspection on equipment, PPE, etc.
- Conduct internal safety training to meet legislative requirements.
- Review site specific safety requirements.
- Co-chair Health & Safety Committee meetings and maintain JH&SC minutes.
- Audit company safety program, investigate safety concerns and suggestions, perform incident investigations, provide corrective actions and assist with implementation.
- Maintain and track safety statistical performance.
- Assist Management with conducting hazard assessments.
- Work with management and employees to develop and implement appropriate return to work and modified work programs.

Authority

- Prevent the use of unsafe, non-conforming or environmentally damaging product.

Qualifications	Skills
<ul style="list-style-type: none"> • Post-Secondary education in a Health & Safety related field. • Minimum three (3) years' experience. • Knowledge of current safety legislation, including WAH and WHMIS 2015. • Experience in Microsoft Office (Word, Excel, PowerPoint). • Flexibility to work outside of core hours. • Valid drivers license. 	<ul style="list-style-type: none"> • Ability to multitask and prioritize according to workload. • Organization and detail orientated. • Excellent training and presentation skills. • Calm, diplomatic, and pleasant demeanor.