**Coordinator, Occupational Health & Safety**

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| **Faculty/Department:** Human Resources | **Employee Group:** Administrative  |
| **Campus:** Trafalgar (May be assigned activities at any Sheridan campus) | **Payband:** NJ |
| **Reference #:** 19/A/12 | **Hiring Range:** $67,867- $72,109 |
| **Application Deadline:** Open until Filled (initial screening to take place as of Tuesday June 25th, 2019) | **Salary Range:** $67,867-$84,834 |

Reporting to the Manager, Occupational Health & Safety Services, the Occupational Health & Safety (OHS) Coordinator supports the OHS team by responding to inquiries from the Sheridan community, investigating and finding solutions to reduce hazards at the workplace, overseeing and delivering various health and safety programs, and acting as a resource to the Joint Health and Safety Committee. The incumbent provides direct client support on health and safety matters and builds relationships with the Sheridan community as a subject matter expert on resolving OHS issues.

**Specific Responsibilities:**

* Acts as the first point of contact for OHS-related inquiries or issues for the Sheridan community;
* Provides appropriate information, advice, guidance and resources to clients and/or prioritizes, redirects or escalates queries as appropriate;
* Provides advice and guidance to clients by conducting an investigation and analysis of the reported hazard and recommending appropriate control measures. Catalogues such activities to supplement the hazard identification, assessment and control initiatives;
* Follows up on all incident reports (or redirects the reports to the Specialist or Manager as appropriate) to identify root causes and to ensure appropriate prevention plans are developed to prevent reoccurrence;
* Liaises with Workplace Abilities (WA) during injury/ incident follow-up activities, such as providing the completed Incident Investigation Report to WA, responding to WA’s inquiries about the incident, and relaying other relevant information gathered during the follow-up activities to WA;
* Utilizes the Case Management software to catalogue hazards, compile data, statistics, and other information which may be used for high level planning (e.g. developing milestones/goals for the OHS team) and for various reporting purposes (e.g. annual HR report, monthly reports for JHSCs, etc.) as required;
* Coordinates/administers various OHS programs (e.g. Sheridan’s WHMIS Program, Hazardous Waste Program, Ergonomics Program, First Aid Program, etc.);
* Develops OHS resource materials and other creative learning tools to raise awareness of and educate the Sheridan community about health and safety;
* Assists in enforcing Sheridan OHS policies and procedures, typically in an advisory capacity.
* Conducts inspections, assessments, investigations and audits to ensure compliance with existing OHS Programs under the direction of the Manager;
* Attends JHSC meetings to provide support, guidance, and act as a resource;
* Other duties as required.

**Qualifications:**

The successful candidate will possess a 3 year diploma/degree in Occupational Health and Safety or a related field, along with at least 3 years of directly related experience in the field of OHS, including administering safety programs and policies and conducting simple accident/incident investigations (or an equivalent combination of relevant education and experience). Knowledge of the OHS principles and familiarity with the Occupational Health and Safety Act, Environmental Protection Act, Transportation of Dangerous Goods Act, Workplace Safety and Insurance Act, and the Fire and Building code is required. Experience coordinating and delivering training programs and workshops would be considered an asset.

The successful candidate must have excellent interpersonal and communication skills with a focus on customer service as well as possess demonstrated experience working collaboratively with others. In addition, excellent research and analytical skills are required in order to compile and analyze data. The candidate will be a self-starter with strong organization skills. The ability to maintain employee and organizational confidentiality is required. Strong Microsoft office skills and experience with operating OHS sampling and measurement tools is required.

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