



www.civida.ca

E: help@civida.ca

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

JOB POSTING

Position: OHS Coordinator (HS1)

Location: Edmonton

Term: Full-time, Permanent

Starting Monthly Salary: \$4,696.22 (Based on AUPE Collective Agreement)

At **Civida**, HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4500 social housing rental units and over 700 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit Civida for more information.

Reporting to the Manager, OHS, the Occupational, Health & Safety Coordinator ("OHS Coordinator") supports the manager in the implementation, promotion and coordination of Health and Safety policies and procedures, ensuring that the organization complies with current health and safety legislation, approved codes of practice and establishes best practices within the organization. This position works collaboratively with managers, site supervisors, staff, and external stakeholders to establish, maintain and manage safe systems in the work environment.

Key Responsibilities include:

- Assist with developing, revising, and implementing current Health and Safety Policy to ensure compliance with applicable safety legislation and codes, including the organizational Emergency Response Plan (ERP) and Business Continuity Plan.
- Assist with ensuring Health and Safety policies are implemented consistently across the organization.
- Support manager in evaluation of compliance with safety management systems at all facilities in Edmonton.
- Support the manager in the internal audit process to evaluate health and safety systems, processes, and procedures.
- Conduct internal audits to evaluate the effectiveness of health and safety systems, processes, and procedures.
- Manage the collection, storage and analysis of incidents and other health and safety data to produce incident reports, identify trends and recommend actions.
- Assist with investigating the circumstances and causes of incidents and take necessary steps to prevent a recurrence, including documenting the investigation and actions taken.
- Assist with action plans for field level risk assessments and safe work processes.



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- Manage and maintain safety related information, including Materials Safety Data Sheets (MSDS) database and safety program manuals.
- Support manager in with site visits and workplace inspections as required.
- Assist in identifying employee training needs in relation to health and safety and assist with training delivery.
- Assist with maintaining a proactive training program for employees including but not limited to WHMIS, emergency response, hazard identification and reporting, incident reporting, First Aid/CPR.
- Maintain an OHS training database for each employee with Human Resources; ensuring that all prescribed training has been developed and completed by all staff, including delivering, scheduling, and tracking.
- Partner with HR department on concerns and incidents in relation to client base.
- Assist in COR audits and the completion of any action items.
- Maintain contracts with suppliers for personal protective equipment (PPE), physical assessments, and ergonomic improvements.

Qualifications:

- Diploma or Certificate in Occupational Health and Safety (OHS) with minimum of 2-4 years' experience in a health & safety role required.
- Experience with emergency response and planning required.
- CRSP designation or working towards is preferred.
- ICS 100 and 200 is a strong asset.
- Intermediate or higher skill level with Microsoft Office programs including Power Point, Excel, and Word.
- Strong knowledge and experience interpreting and implementing OHS legislation, regulations, and the code.
- Familiar with best practices of OHS role and profession.
- Experience in promoting safety across all levels of the organization.
- Excellent facilitation and communication skills – oral, written and presentation.
- Comprehensive knowledge of Canadian safety laws and regulations.
- High standard of integrity, ethics, energy level, and motivation.
- **Valid driver's license and reliable vehicle is required for this position.**



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How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send resume to Human Resources email: careers@civida.ca

Competition # 2316