



NIAGARA REGIONAL POLICE SERVICE

Career Opportunity

Position Title: C12/2020 – Occupational Health & Safety Coordinator
Current Location(s): Police Headquarters, 5700 Valley Way, Niagara Falls ON
Association: Niagara Regional Police Association
Posting Date: September 28, 2020
Closing Date: October 19, 2020

POSITION SUMMARY

Reporting to the Manager, Human Resources, the Occupational Health and Safety Coordinator is responsible for developing, implementing, enhancing and maintaining the Health, Safety and Wellness program as well as overseeing the WSIB and Disability Management function for the Niagara Regional Police Service.

JOB SPECIFICATIONS

- A 2 year College Diploma or University Degree in Occupational Health and Safety, or a related discipline, or equivalent combination of relevant experience and formal education.
- A minimum of 5 years' experience in a similar role within a unionized environment, plus two years in a supervisory capacity.
- Canadian Registered Safety Professional (CRSP) and/or Certified Health and Safety Consultant (CHSC) designation is required.
- Demonstrated understanding/experience in the management of occupational and non-occupational injury and illness processes.
- Demonstrated knowledge in developing Health and Safety programs and systems.
- Demonstrated knowledge of Health and Safety legislation (including the Occupational Health & Safety Act and Workplace Safety and Insurance Act, AODA etc.) and accident prevention.
- Membership in Human Resources Professional Association of Ontario; CHRP or CHRL is a definite asset.
- Valid Class G Driver's License and acceptable driving record is required.
- Strong organization, time management and planning skills with a focus on detail.
- Excellent presentation, facilitation, conflict resolution, interpersonal and communication skills (written and verbal), as well as the ability to build relationships.

MAJOR RESPONSIBILITIES:

1. Directly supervises members of the Human Resources Unit assigned to functions related to health, safety, and disability management.
2. Researches, develops, implements and maintains health and safety policies, procedures and programs for the Service including but not limited to hearing conservation, exposure to designated substances, First Aid, AED, Fire and Facility Safety, WHMIS etc. This also includes maintaining all health and safety related documentation and the OHS intranet site.

3. Coordinates and is responsible for the collection and analysis of Health and Safety statistical information, produces reports on relevant Health & Safety data, identifies trends in accidents/injuries and develops preventative strategies including communication strategies to raise awareness.
4. Provides ongoing advice, guidance and support to all levels of service management and members on issues pertaining to Occupational Health and Safety including making recommendations to the executive command team.
5. Assists management in carrying out complete and timely accident investigations, providing advice and making recommendations on the reduction of risk and incident re-occurrence.
6. Conducts workplace inspections, investigates and evaluates hazards and concerns regarding working conditions, situations, equipment, materials and/or procedures, and recommends corrective measures. Follows up to ensure that workplace inspection deficiencies are addressed in a timely manner.
7. Facilitates the delivery of safety training courses or presentations and/or provides subject matter expert input into the development and delivery of health and safety training including identification of members requiring training ensuring that the operational and legislative requirements are met. Delivers formal training to members on health and safety related matters as needed.
8. Attends the Occupational Health and Safety Committee meetings, supports the committee and acts as a resource for all Health and Safety issues. Formally takes minutes during Joint Health and Safety Committee meetings when necessary.
9. Coordinates and is responsible for the collection and analysis of Health and Safety statistical information, produces reports on relevant Health & Safety data, identifies trends in accidents/injuries and develops preventative strategies.
10. Represents the Service and liaises with the Ministry of Labour and other external organizations and representatives regarding OHS, Fire Safety and other matters as appropriate.
11. Participates as an active member of the Wellness Committee to advocate and promote wellness initiatives.
12. Other related duties as assigned.

This is a permanent full time opportunity with the Service with an *interim* annual salary starting at \$88,750.28

Qualified applicants are invited to submit a cover letter and resume online by clicking on the Civilian Application Form link referencing the Position Number/Title above.