

## **Safety Coordinator**

### **Facilities**

#### **Permanent | Full-Time**

##### **What we do and why we do it:**

The Alex is committed to providing a healthy and safe work environment for our clients, guests, and employees. We understand the significance of health and safety and how it impacts our ability to conduct business. Our employees are our most valuable resource—and no phase of our business is more important than their personal safety. We believe that all accidents can be prevented and that safety is an integral part of everyone's job. Our management and employees are responsible for demonstrating safety leadership, providing a safe work environment and promoting safety as a value. We require individual accountability, expect all employees to adhere to our safety standards/policies and actively participate in and support the advancement of our health and safety practices. We are uncompromising in our commitment to the health and safety of our employees, subcontractors, customers, and community. We will continually improve our processes, demonstrate leadership, and promote comprehensive safety.

Reporting to the Facilities Manager, the Safety Coordinator is responsible for the coordination, implementation, and improvement of health and safety programs at The Alex main facility and sites. The primary function of this detail-oriented position is to assess the health and safety standards in our workplace and take a proactive approach to educating employees on health and safety protocols, evaluating adherence to health and safety laws, and preparing reports for management. The Safety Coordinator will use their extensive OSHA knowledge to set safety standards and train fellow employees to understand them, in addition to monitoring working conditions at The Alex main facility and sites and resolving any safety issues that may arise.

##### **What you will do:**

- Act as an advisor for safety program within The Alex.
- Ensure locations are compliant with safety program requirements.
- Work alongside managers in ensuring all occupational health & safety requirements are met.
- Assist with Certificate of Recognition (COR) audit process.
- Participates in incident investigations and develops action plans to mitigate risk areas.
- Develop and revise policies, standards, processes, procedures, presentations, forms, and quick reference guide documents.
- Keep apprised of provincial legislative changes/updates and revise internal policies and procedures accordingly.
- Conduct research and keep up-to-date on health and safety innovations, industry trends and best practice.
- Ensure safe, effective, and sustainable use of all our capital assets.
- Annual safety drills and fire warden training
- Work with managers to update and create new hazard assessments to ensure employees are properly informed on the hazards of their jobs
- Take part in incident investigations and manage incident reporting and tracking
- Lead the Joint Health and Safety Committee, and meet with OHS Alberta when required
- Conduct routine inspections.
- Data collection and entry as required

**What you bring:**

- Occupational Health & Safety certificate/diploma or equivalent related experience required
- 3+ years health and safety program coordination experience required
- Strong understanding of occupational health & safety as it pertains to facility management required
- Established knowledge base of provincial OHS legislation and requirements required
- Demonstrated knowledge of incident management processes, including WCB reporting requirements
- Experience in statistical tracking and data analysis
- Proficient computer literacy (especially with MS Office Suite)
- Strong verbal and written communication skills
- Effective interpersonal skills
- Organized in approach; pro-active; reliable
- Interpersonal rapport-building skills
- Ability to multi-task in a fast-paced environment
- High level of problem-solving abilities at all times
- A desire to work with marginalized populations
- A satisfactory vulnerable sector criminal record clearance is required
- Standard First Aid – Level C CPR & AED within 30 days of hire date, certification must be valid for a minimum of 6 months upon hire
- A class 5 non-GDL drivers license, clean drivers abstract, and a personal vehicle that can be used for work purposes with \$2 million in liability coverage are required
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action is an asset

**Working Environment:**

- All sites; may be required to visit multiple sites in a day
- FTE (37.5 hours/week)
- Standard hours 8:30am – 4:30pm Monday-Friday
- Continuous extended periods of sitting, standing, and walking (sometimes up/down stairwells)
- Frequent driving as part of work duties

**Driving on Behalf of The Alex:**

This position is required to use your own vehicle for work-related use or drive Alex vehicles for work purposes. Where required, candidates must show proof of a class 5 non-GDL driver's license, a personal vehicle, a clean 5-year drivers abstract, and \$2 million liability insurance to meet our insurance providers requirements.

**How to apply**

If you are as passionate as we are about making a difference in people's lives, visit our Career Centre at [Jobs at The Alex | The Alex](#).

*This position will remain open until a suitable candidate is found. We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

For more information on Alex programs please visit our website [www.thealex.ca](http://www.thealex.ca)

**Acknowledgement & Receipt Sign-off**

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Employee's Signature

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Supervisor's Signature

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Date

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Date