

Health and Safety Coordinator

Reports to: Director of Corporate Services

Department: Corporate Services

Classification: Union

Main Purpose & Function:

Reporting to the Director of Corporate Services, the Health and Safety Coordinator holds a central role in establishing and enhancing the organization's health and safety standards. The Health and Safety Coordinator is responsible for overseeing and implementing the Town's Corporate Health and Safety Program while also partnering with each department on their individual safety plans. The Health and Safety Coordinator's work results in an improved safety culture across the Town through a reduction of safety incidents and the creation of a secure and supportive environment.

Major Accountabilities:

1. Develops, maintains, and administers the Town's Occupational Health and Safety Program and related documentation.
2. Administers and interprets current WorkSafeBC Regulations and Act, WHMIS, and other relevant regulations, and initiates corrective action and/or makes recommendations as required to achieve and maintain compliance.
3. Researches, drafts, and implements health and safety policies, standards, procedures, specifications, manuals, and handbooks.
4. Provides functional direction, training, and guidance to departments across the Town. May provide Occupational Health Safety orientation to staff.
5. Assists in conducting investigations of safety-related incidents, maintains accident and injury records, and interprets trends from statistics.
6. Ensures timely injury reporting and assists with claim management
7. Inspects work sites, performs hazard analysis, conducts and coordinates risk assessments (i.e. Excavation/Confined Space), safe work procedures, written reports, makes recommendations and/or undertakes appropriate action where unsafe conditions have been identified.
8. Prepares materials and conducts or coordinates the delivery of employee health and safety training and tailgate meetings.
9. Coordinates first aid attendants and maintains supplies; acts as a first aid attendant, as required.

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10. Attends and acts as a resource for the Town's Joint Occupational Health & Safety Committee and sits on other related committees as required.
11. Assists with the delivery and implementation of the return to work stay at work program
12. Perform other related duties as required and participate in the Emergency Operations Centre as and when required.

Qualifications:

- Minimum of 3 years of experience in a health and safety roles or similar role, preferably within a municipal or public sector environment.
- Post secondary education in Occupational Health and Safety, Environmental Health, Industrial Hygiene, or a related field is an asset.
- Possession of a valid Class 5 BC Driver's License
- WorkSafeBC First Aid certification is preferred.
- Membership in Canadian Registered Safety Technician (CRST), National Construction Safety Officer (NCSO) or Canadian Registered Safety Professional (CRSP).
- Sound working knowledge of the occupational hazards, precautionary measures, materials, and equipment used in a municipal environment.
- Experience with health and safety management systems and regulatory compliance in British Columbia.

Other Requirements:

- Able to sit at a desk for prolonged periods of clerical and computer work.
- Able to develop and maintain effective workplace relationships.
- Thorough knowledge of WorkSafeBC, provincial, and federal safety regulations
- Familiarity with safety practices in public works, utilities, electric utility operations, and fire services
- Ability to instruct others on objectives, methods, and procedures to safely perform work.
- Ability to advise and assist department heads and supervisors in new operational safety methods and practices.
- Ability to communicate with tact and discretion when dealing with or settling requests, complaints or clarifying information to employees.

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- Ability to lead and support safety investigations, incidents, and emergencies.
- Proficiency with the Microsoft Office Suite (Word, Excel, Outlook)
- Able to maintain confidentiality.

Approved by:



Town of Smithers

June 26, 2025

Date

Agreed to:

Employee Signoff

Date