



CAREER OPPORTUNITY HEALTH & SAFETY COORDINATOR

TITLE: Health & Safety Coordinator
DEPARTMENT: Human Resources
REPORTS TO: Human Resources Manager

Hard-Line is a global leader in mine automation, network backbone connectivity and mine production optimization. Our vision is to provide enabling technology that will integrate and connect all aspects of safe mine operation.

Hard-Line is an equal opportunity employer that offers an excellent benefit package, RRSP match program and a strong focus on continuous training and development.

We are currently seeking a **Health and Safety Coordinator** to join our team!

JOB SUMMARY

Reporting to the Human Resources Manager, the Health & Safety Coordinator will be responsible for the development, maintenance and review of a comprehensive occupational health and safety program. The Health & Safety Coordinator is also responsible to monitor and ensure compliance with HLS Hard-Line Solutions Inc.'s health and safety objectives, to ensure the effective implementation of the health and safety programs and services, and functions.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Develop, implement, promote and maintain company-wide health and safety programs and initiatives;
- Responsible for ensuring that all regulatory requirements are being adhered to;
- Present safety orientation and training for all new and existing employees;
- Ensure the health and safety program is compliant with ISO 9001:2015;
- Coordinate and prepare Joint Health and Safety Committee monthly meetings;
- Coordinate health and safety supplies;
- Provide regular and accurate statistical reports on all medical aids, WSIB incidents and injuries, lost time injuries, health-related absenteeism and disability information;
- Monitor and recommend corrective action;
- Maintain records of all health and safety related training for employees;
- Conduct risk assessments on equipment and products;
- Ensure safe work procedures are developed, implemented and current for all work centres;
- Investigate accidents and incidents;
- Participate in various projects as they relate to the health and safety function of the company;
- Completes other duties as required.

QUALIFICATIONS

- Relevant post-secondary training in Occupational Health and Safety or a combination of education and experience determined to be equivalent;
- Professional Health and Safety designation such as Canadian Registered Safety Professional (CRSP), Certified Health and Safety Consultant (CHSC) or working towards designation;
- A minimum of five (5) years of industry-related health and safety experience with experience in the development and implementation of safety training programs;
- Joint Health and Safety Certification would be considered an asset;
- Standard First Aid, CPR and AED Certification would be considered an asset;
- Experience with managing the WSIB process.

CORE COMPETENCIES

- Demonstrated experience of working in health and safety
- Understanding of current legislation and regulations as it pertains to health and safety
- Knowledge of the Employment Standards Act
- Proficiency with Microsoft Word, Excel, PowerPoint and other Office 365 products
- Excellent communication and interpersonal skills
- Highly organized with great attention to detail

Interested candidates are encouraged to submit a resume to info@hard-line.com

Hard-Line welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in HARD-LINE although due to the volume of applications only those applicants selected for an interview will be contacted.