



Job Summary

The Health and Safety Coordinator, reporting to the Safety Manager, is responsible for designing, implementing and maintaining an EID Health and Safety program that meets or exceeds the standards set by Alberta OH&S legislation, Alberta Human Resources and Employment-Workplace Health and Safety, and the Alberta Municipal Health and Safety Association.

Key Responsibilities

- Maintain current knowledge of federal and provincial OH&S legislation, and EID policies, procedures, and processes.
- With the support and commitment from senior management, establish, maintain, and support management with policies, procedures, and processes that support the EID HSMS system and program. In consultation with senior management, take appropriate action with EID employees, where required.
- Coordinate and monitor contractor safety compliance with EID policies and applicable government and regulatory safety requirements, including supporting contractor engagement, facilitating safety sessions, and overseeing the implementation and ongoing administration of the Contractor Management Program.
- Ensure the safety of visitors including customers, consultants, third party suppliers, while on EID worksites and properties.
- Work with department supervisors, and employees at all levels to develop, implement, support, and maintain adequate hazard assessment and control measures, worksite safety inspection processes, and functional incident reporting and investigation procedures, including near-miss reporting.
- Communicate updates, amendments, and additions of H&S policies, procedures and/or processes to all levels within the EID. Provide informational meetings and other communication as required to ensure employees understand and are aware of changes.
- Work with all levels within the EID to identify relevant H&S qualifications and training requirements based on risk exposure, legislative requirements, and operational needs to ensure all identified employees receive the required training. Instruct or arrange for the delivery of H&S courses such as WHMIS, Transportation of Dangerous Goods, and other pertinent courses, including new employee safety orientation.
- Investigate H&S related complaints and concerns and respond to safety concerns and recommendations in a timely and appropriate manner.
- Lead and/or participate in accident, incident, and near miss investigations. Follow up on all accident or incident reports to ensure the root causes have been identified and the corrective or preventive action taken is appropriate and implemented.
- Identify repairs to existing safety equipment and supplies that are required to maintain a safe work environment. Oversee the annual safety equipment inspection, servicing, and certifications.



- Conduct regular inspections on all District facilities and worksites to ensure compliance with OH&S, WCB and District policies. Identify instances of non-compliance and work practices that could be a potential cause for injury, property damage, and environmental harm. Document, track and ensure mitigations are in place and completed as required.
- Ensure that appropriate staff members are regularly inspecting District-owned equipment and tools and ensuring that safeguards and standards are being maintained.
- In collaboration with supervisors, coordinate the summer student truck fleet by conducting driver evaluations and proper trailer towing training/orientation and applicable safety training associated with the driving of an EID truck with trailer.
- Train worksite supervisors in conducting effective pre-job and weekly site safety meetings and participate in pre-job and weekly site safety meetings on a regular basis.
- Participate in the development and maintenance of Emergency Response Plans (ERPs) as required by management.
- Participate in ERP exercises or emergency rescue drills conducted by community organizations and assist in identifying potential disaster situations within the District.
- Design, review, and update the District's formal disaster plan in collaboration with EID management.
- Assist with the maintenance and updates of all Emergency Response and Emergency Preparedness Plans for all high-consequence Dams and Pesticide Storage Sites within the District.
- Work with the Human Resources Advisor to maintain accurate and up-to-date H&S records, documentation, and statistics.
- Work with the Human Resources Advisor to develop, implement, and maintain employee health, wellness and workplace safety programs.
- Participate with senior management in establishing annual and long-term H&S budgets.
- Develop and implement work plans to achieve approved goals and objectives
- Maintain up-to-date procedures manual for all assigned responsibilities.
- Ensure complete and accurate records, as related to this position, are created, maintained and safeguarded and readily accessible.
- Relate to, and communicate with co-workers, supervisors, management, contractors, customers and the general public, sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and issues promptly and professionally.
- Maintain compliance with Occupational Health and Safety (OH&S) standards and ensure all applicable employees are in compliance with OH&S standards including employee attendance at regular safety tailgate meetings, that employees are properly trained, and completing work in a safe manner.
- Conduct regular daily inspections and maintenance of equipment; this includes ensuring the District vehicle is kept clean, in proper working order and reporting any problems to the District Mechanic; and ensuring District equipment (e.g., pumps, generators) is kept in proper working order.

- Ensure all operations are performed in a safe manner and in accordance with the District Health and Safety Management systems and District policies, procedures, and programs in effect, as well as applicable Occupational Health and Safety legislation including,
 - participating in FLHA safety tailgate meetings, on the job training, safety training seminars, safely operating tools and equipment, and completing work in a safe manner.
- Ensure any required Personal Protective Equipment (PPE) is available and accessible in accordance with safe job requirements.
- Perform additional tasks, consistent with the position, as may be required from time to time.

Job Qualifications

Required Experience

- An Occupational Health and Safety Certificate from a provincially recognized educational institution, or equivalent education, is required.
- CRSP (Canadian Registered Safety Professional) designation would be considered an asset.
- Minimum of five years of experience developing, implementing, and maintaining a company wide H&S program.

Required Skills

- Highly motivated, with the ability to work independently with limited supervision and contribute effectively in a team environment.
- Strong organizational and time management skills with the ability to manage multiple tasks concurrently and meet deadlines.
- Demonstrated leadership skills with the ability to build positive working relationships across all levels of the organization.
- Strong interpersonal, verbal, and written communication skills.
- Strong attention to detail, accuracy, and thoroughness.
- Demonstrated initiative, integrity, and commitment to teamwork.
- Strong analytical, problem-solving, and decision-making skills.
- Valid Alberta Class 5 driver's license required.
- The following certifications are considered assets: WHMIS, TDG, First Aid, Ground Disturbance, Fall Protection and Rescue, Confined Space Entry and Rescue, Fire Extinguisher Training, and Equipment Operation. Training may be provided by the Eastern Irrigation District to obtain or maintain certifications required for the position.



Pre-Employment Requirements

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

Pre-Employment Alcohol and Drug Test

The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. This position is a safety sensitive position and, as such, any person, including any current employee, who has applied for a safety sensitive position will be required to pass a Drug and Alcohol Test as a pre-condition to employment, being transferred or being temporarily assigned into a safety sensitive position as per the District's Drug and Alcohol Policy.