

## **DIVISION SAFETY COORDINATOR:**

With Vector Restorations growing operations in Mississauga, we have an immediate opening and are seeking qualified candidate to fill the position of a Division Safety Coordinator.

The Division Safety Coordinator is primarily responsible for overseeing and administering the Vector's Safety Program and monitoring safety compliance on all division projects. This position will be located out of our Mississauga office.

### **Primary Responsibilities:**

- Drive and promote awareness and accountability for health and safety performance through all levels of the division.
- Maintain statistics and records and monitor accident/incident frequencies and safety violations; assist in investigations and complete related documentation.
- Assist in the planning and start-up of new projects with respect to safety issues.
- Inventory safety related training of workers; conduct new worker safety orientations.
- Regularly monitor safety compliance of workers and subcontractors; conduct site inspections and institute remedial action if required.
- Assist in the planning and start-up of new projects with respect to safety issues.
- Ensure completion of regular site inspection reports from field management; note resolution to any deficiencies or actions taken on the report.
- Conduct field level safety meetings, toolbox talks, and health and safety informational awareness.
- Assist in the administration, documentation and management of the Company's COR program.
- Keep management current on the status of any issue(s) that may impact on the work being performed.
- Maintain an ongoing presence on jobsite as need to assist in crew compliance and be a safety resource for projects.
- Assist office and field staff on safety issues and be a safety resource for projects.
- Position may require some travel as required for jobs out of town jobs.
- Provide and track division safety training and employee orientations as needed.
- Maintain the Division COR status and conduct required audits.

### **Requirements**

- At least 5 years of field safety experience, preferably in a construction environment.
- Construction Safety Officer (NCSO) is an asset.
- Fluent in the Ontario Health and Safety certification and internal audit capacity.
- Relevant post-secondary education in HSE is an asset.
- Possess the demonstrated ability to motivate self and others.
- Strong mentoring skills.

- Be a results-oriented leader capable of working productively in a fast-paced, multi-tasking environment.
- Have good working knowledge of WorkSafe Ontario Health & Safety Acts, Policies, Regulations, and Industry Standards as they apply to the construction industry.
- Must possess a valid driver's license with a satisfactory record
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- Legally entitled to work in Canada

**Benefits**

- Competitive wage
- Paid Group health & dental insurance premium's
- Pension plan with employer match
- Company vehicle use
- Employee training, development and potential advancement opportunities within the company