

POSTING NOTICE

COMPETITION #: SC-301-2627
POSTING DATE: August 26, 2026
CLOSING DATE: September 8, 2026
CLOSING TIME: 12:00 PM
POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Coordinator, Health & Safety
CLASSIFICATION: Field
SALARY: Level 6, Non-Instructional Salary Grid
LOCATION: Tisdale, SK or Melfort, SK – to be determined based on the applicant
START DATE: September 1, 2026
HOURS: 37.5 hours per week
STATUS: Permanent / Full-Time
IMMEDIATE SUPERVISOR: Sherry Todosichuk, Vice President, Corporate Services

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

Reporting to the VP Corporate Services, the Health & Safety Coordinator is responsible for monitoring workplace safety, developing and executing health and safety plans and procedures to assess risk and adherence to regulations, preparing and enforcing policies to establish a culture of health and safety, and implementing safety training plans for employees.

In collaboration with the Learner Services Department, the Facilities Manager and Program Supervisors, the Health & Safety Coordinator is responsible for developing program specific practices, procedures and training to ensure staff and student safety.

As a member of the Corporate Services Team, this position contributes to the safe and healthy operations of the organization.

JOB DUTIES AND RESPONSIBILITIES:

1. Administration & Leadership
 - Promote the health of all college employees and learners by providing leadership, administer programs and implement initiatives that contribute to a healthy, productive and safe work environment.
 - Respond to, and investigate complaints and concerns relating to health and safety and take appropriate action.
 - Develop and support a Health & Safety program and procedures for the college as per best practice and as required by legislation.
 - Identify and provide health and safety training, training plans, policies, procedures, etc.
 - Meet regularly with supervisors and staff to assess campus and / or program safety requirements.
 - Participate in and lead committees as assigned, including the Occupational Health and Safety Committees, and other committees that pertain to health and safety.
 - Establish and maintain effective working relationships to ensure that desired safety standards are achieved, and that College needs and concerns are addressed promptly.
 - Ensure timely reports are made available as required.
 - Build relationships with other institutions and agencies to ensure safety benchmarks are maintained.

2. Safety Operations

- Responsible for student and staff incident and injury reports and Worker's Compensation Board claims, including recommendations and reporting relating to investigations.
- Responsible to chair, plan, and communicate adherence to Occupational Health and Safety legislation, meetings, minutes, and training.
- Develop, implement and monitor overall college safety planning, documentation, and communication.
- Responsible for ensuring a schedule is maintained for checking fire extinguishers, first aid kits, doors and entrances for safety, and vehicle safety for each campus.
- Take a proactive role in hazard identification and recommend corrective preventive actions.
- Research and prepare all plans required in the area of campus disaster planning. Ensure required plans are in place at each campus facility.
- Ensure emergency response personnel are adequately trained and the organization is at an acceptable level of emergency preparedness.
- Conduct audits and support operations in the completion of regular safety and emergency equipment checks, including ad hoc inspections.
- Responsible for ensuring adequate safety drills are completed on a routine basis.
- In the event of health and or safety emergencies, incidents or equipment failures, act as a resource and conduct investigations.
- Participate in the Violence Threat Risk Assessment (VTRA) committee by maintaining local community protocols.
- Inspect, test, and evaluate workplace environments, equipment, and practices to ensure that they follow safety standards and government regulations.

3. Facilities & Campus Operations

- In the absence of the Manager, Facilities & Maintenance, coordinate facility maintenance work, including HVAC, plumbing, carpentry, painting, construction/renovation, grounds, and general building maintenance.
- Follow maintenance plans and protocols to ensure building systems are properly maintained and operationally efficient of assigned campuses.

4. Additional Duties

- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a relevant post-secondary diploma or degree in Occupational Health & Safety or Canadian Registered Safety Professional designation.
- The minimum amount of practical, related experience required to perform the duties of this position is 2 years' experience in a similar role.
- Demonstrated experience working in a cross-cultural environment.
- WHMIS 2015, WCB OHC Certification and / or VTRA Certification an asset.

2. Knowledge, Skills & Abilities

- Knowledge of applicable health and safety regulations, standards, and legislation as it pertains to public education facilities and work environment.
- Strong Knowledge of relevant Saskatchewan Occupational Health and Safety regulations.
- Experience designing and implementing health and safety training plans and policies, including emergency preparedness.
- Demonstrated experience writing policies and procedures, technical reports, and correspondence.
- Ability to develop and deliver education workshops and seminars related to health and safety.

- Experience conducting safety audits, inspections, documenting findings and implementing corrective actions as needed.
- Demonstrated interpersonal skills, with an emphasis on the ability to resolve conflicts.
- Demonstrated ability to adapt to changing circumstances.
- Demonstrated ability to influence and persuade others.
- Demonstrated oral and written communication skills.
- Demonstrated organizational and time management skills.
- Possess strong analytical and problem-solving skills.

3. Other Requirements

- Valid Saskatchewan Driver's license is required
- Satisfactory Vulnerable Sector Check and Criminal Record Check required