



Earl Horst Systems Ltd.

290 Union Street, Elmira, Ontario, N3B 3P2

Job Title:	Health & Safety Coordinator		
Reports To:	Operations Manager	Direct Reports:	0
Branch/Location:	Elmira		
Purpose of Position:			
<p>Our people are what sets us apart at Horst, but we want to do even more to enable and advance the good team we already have. The Health & Safety Coordinator promotes safety attitudes, safe work practices and administers the Health and Safety program with the objective of minimizing accidents and injuries.</p>			
Essential Functions and Duties:			
<ul style="list-style-type: none"> • Coordinate and monitor employee health and safety training, conduct training as applicable and schedule with external providers; • Coordinate work related injury and illness claims including liaising with WSIB and developing return to work plans; • Coordinate Joint Health and Safety Committee activities, and advise and guidance to ensure fulfilment of duties; • Coordinate workplace hazard identification and risk assessment programs including inspections, analysis, and corrective actions; • Create and maintain Health and Safety policies, programs, and procedures for the approval of management; • Liaise with government officials and manage Ministry of Labour visits, investigations, and orders; • Conduct investigations for work refusals and workplace incidents as per company procedure and legislation; • Undertake special projects and perform other duties as may be assigned in accordance with corporate objectives. 			
Qualifications and Skills:			
<ul style="list-style-type: none"> • Post-secondary education in Occupational Health and Safety, or an equivalent combination of work experience and on-the-job training; • JHSC Certification for construction, or a willingness to obtain immediately; • Ability to objectively assess risk, think critically, and implement reasonable risk mitigation strategies; • Strong interpersonal skills to build rapport and relationships with management and employees; • Working knowledge of Occupational Health & Safety legislation as applicable to manufacturing industry in Ontario; • Valid driver's license, proof of insurance, and a reliable vehicle. 			