

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – PLANT OPERATIONS SECTION – LOCATION – 700 WOODWARD AVE.)

### PLANT OPERATIONS HEALTH AND SAFETY COORDINATOR - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager, Plant Operations, develops and maintains operational procedures and work instructions that meet all of the requirements of the Plant Operations and PMATS health and safety programs.

Delivers Health and Safety training and orientation to all visitors of the plant facilities with special emphasis on constructors, contractors, consultants and service providers.

Develops, enhances and maintains all aspects of materials associated with the health and safety program including procedures, forms, training and orientation materials, records, program literature and monitoring systems.

Ensures regulatory compliance including documentation as it relates to health and safety for construction sites and industrial establishments.

Develops and delivers a variety of training programs (web-based and classroom) that pertain to the Health and Safety Program, Health, Safety and Legal Requirements.

Possesses a demonstrated record of technical competence, customer focus, team advocacy, and is committed to excellence.

Possesses a high level of personal integrity and is an excellent communicator.

#### GENERAL DUTIES

Using web based and other resources, researches and creates health & safety procedures ensuring compliance with industry best practices and applicable legislation and standards for industrial establishments.

Reviews and updates procedures related to the Health and Safety Programs on a regular basis to ensure that they continue to meet the requirements of Hamilton Water and the Corporation, as well as all Legal requirements.

Ensure that all training and materials developed for the Health and Safety Programs meet the legislative requirements and the goals of the program.

Ensure that all documentation related to the Health and Safety Programs meets regulatory requirements.

Administer the Woodward Joint Health and Safety Committee including acting as a Subject Matter Expert, ensuring inspections are completed and documentation is maintained in accordance with the Terms of Reference and all applicable legislation.

Assist with the ongoing administration of the Health and Safety Programs in concert with the Quality Assurance Supervisor.

Communicate with other Sections within Hamilton Water to represent the Section's interests, determine best practices and ensure consistency and cooperation within the Division.

Develop training courses based on established procedures, legal requirements, and best practices. (Adhering to the Plant Operations Health and Safety Program as well as the IMS).

Support the management staff by providing them with assistance and direction with regards to the Plant Operations Health and Safety Program.

Communicate with the Manager, Plant Operations and Manager of PMATS regarding any deficiencies in the systems.

Adhere to all corporate and divisional policies and procedures at all times.

Work in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Provide guidance and support to all levels of staff for the daily operations of the Health and Safety Programs. Assists and liaises with staff from various regulatory authorities and agencies.

Set up meetings with staff from various levels within the organization, including developing agendas, facilitating meetings, issuing minutes and assigning tasks.

Track and maintain training requirements of departmental staff and visitors to ensure they are compliant with the Plant Operations health and safety program.

Participate in Technical Review meetings and facilitate them when necessary; this includes setting the agenda, facilitating the meeting, issuing minutes and assigning tasks.

Prepare written reports to ensure compliance with corporate and regulatory requirements.

Participate in monthly Safety meetings and in some cases facilitate them.

Perform scheduled and unscheduled H&S site audits.

Setup, facilitate and deliver training sessions that have been developed by the Department.

Attend training to ensure that the required knowledge and skills are maintained.

Assist in performing internal audits related to the Health and Safety Programs . This may at times include leading the audit, which includes setting the agenda, meeting with management, performing the audit, closing meeting with management and issuing non-conformances.

This individual may be assigned special projects throughout the year such as exploring new technologies, programs or methods.

Perform other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Formal education in Occupational Health and Safety acquired through the completion of a College diploma or University degree or certificate in Civil, Mechanical, Environmental, Industrial engineering or Health and Safety program. Canadian Registered Safety Professional (CRSP) designation preferred.
2. Must possess progressive demonstrated experience working with Health and Safety management systems in a manufacturing/production environment.

3. Comprehensive experience in developing and implementing Health and Safety operational procedures, work instructions and programs.
4. Working knowledge of the Occupational Health and Safety Act and Regulations for Construction and Industrial Establishments.
5. Demonstrated knowledge of environment, health and safety regulations, standards, policies, procedures, guidelines and other applicable statutes in order to assess regulatory compliance and to develop audit reports and recommend a course of action.
6. Previous experience developing and delivering Health and Safety training and presentations to multi-level discipline audiences.
7. Demonstrated ability to research and interpret provincial and federal Health and Safety legislation.
8. Knowledge of the Ontario Safe Drinking Water Act an asset.
9. Effective leadership, communication, presentation, interpersonal and organizational skills.
10. Ability to deal effectively with management, clients, peers, staff and the general public.
11. Thorough knowledge and understanding of methods, statutes, regulations and by-laws affecting the department/section.
12. Working knowledge of computer software applications (Microsoft Office) for desk top and analytical purposes.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**