



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Health & Safety Coordinator**
 Job Code: ADM572
 Department: Human Resources
 Reports to: Human Resources Manager

Date Posted: 3/Apr/24
 Date Closed: 17/Apr/24
 (5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****
 The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits.
 Availability & Term: Approx. Start Date: May 2024.
 Remuneration: \$30.98 to start, potential to move to \$32.91 at 6 months and \$35.01 at 12 months based on demonstrated job performance and skill sets.

JOB PURPOSE/SUMMARY

If you are looking for a change and have significant transferrable skills and comparable experience, this may be an excellent career opportunity for you! As a Health & Safety champion, this developmental position will learn and progressively assume key job functions related to the proactive coordination of Rama First Nation's Occupational Health & Safety Program, promoting awareness, prevention and training, to ensure a safety focused working environment and compliance with Health & Safety legislation/regulations. The ideal candidate will be enthusiastic, creative and dedicated to continual improvement.

QUALIFICATIONS

- Education:**
- College Diploma.
- Skills and Abilities:**
- Excellent communication, engagement and relationship building skills.
 - Results oriented professional with sound judgement and initiative.
 - Creative thinker and problem solver with excellent observation skills.
 - Strong organizational and time management skills.
 - Proficiency in Microsoft Office Suite.
 - Valid G class Driver's Licence.
 - Familiarity with applicable federal and provincial H&S legislation an asset.
 - Willing to work towards obtaining Canadian Registered Safety Professional designation.
- Experience:**
- Health & Safety, Administration, Counselling or Facilitation/Training experience (minimum 2 years).
 - Experience developing and delivering engaging training programs.
 - Experience coordinating or working with committees.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated:

29/Mar/23

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Develop, communicate, train, evaluate and acknowledge success or address gaps of Policies, Procedures, Programs and Protocols (Corporate and Departmental) as part of a comprehensive Occupational Health and Safety Management System.
- Regulatory Compliance - OHSA, CLC pt II, WSIA, environment/building/fire laws that overlap H&S.
- Oversight of WSIB claims and Work Reintegration Program.
- Provide coordination and leadership to Joint H&S (Kawaabandizwin) and Policy Committees.
- Develop, update, coordinate, deliver and document training as required by policy and legislation (i.e. WHMIS, Workplace Violence, Harassment, Competent Manager/Supervisors, Lock-out Tag Out, contractor safety, PPE).
- Responding to and investigating safety related complaints or concerns, work refusals, critical or serious injuries or hazardous situations and providing expertise in recommending solutions including prevention strategies and completing workplace inspection reports.
- Oversee Job Hazard Analysis and Accident/Incident Database and monitor for trends and identify training gaps.
- Set up and Conduct Health and Safety Orientation.
- Assist Employees with Incident Forms, Injured Worker Packages, WSIB Forms.
- Assistance to Supervisors/Managers/Directors with Department Manuals.
- Compliance monitoring and enforcement of H&S policies and procedures.
- Liaise with Ministry of Labour, Ministry of the Environment, Employment & Social Development Canada, Environment Canada, Health Canada, and others as required.
- Channel and facilitate effective communication with all managers/employees.
- Preparation and/or oversight of databases, statistical reports, meeting agendas, supporting materials, ensure minute taking and meeting attendance as required.
- Assist with the annual budget preparation process as it related to H&S initiatives.
- Maintain an efficient and organized filing system utilizing DocuShare.
- Promote safety.
- The duties and responsibilities outlined are representative but not inclusive.