

Date: October 16, 2024

Title: Health and Safety Site Coordinator

Status: Permanent Full-Time

Pay Type: Salary

The Company

DILFO is proud to be trusted by the Ontario construction community to deliver the best for our client's needs. We design, install, and provide maintenance for HVAC, heating, cooling, refrigeration, and plumbing systems for large-scale projects across different industries. Our team of skilled individuals shares a vision of building with integrity and collaboration to bring quality and innovation to our work every day, and we are honoured to have been recognized by the Ottawa Business Journal as one of Ottawa's Best Places for the third year in a row.

The Team

DILFO fosters a strong team culture and is dedicated to supporting the well-being of our team members and our community. We host regular social events including pub nights, golf day, pizza Fridays, and more. We are extremely invested in our local community, partnering annually with the YMCA for the Cycle for Strong Kids, donating to the Ottawa Food Bank, partnering with Boys and Girls Club Ottawa to create opportunities for young people, and donating to charities our team members support.

We support team member wellness by offering a corporate program through Good Life Fitness, an Employee and Family Assistance Program for eligible team members, and a fixed number of paid Wellness days. Eligible employees also have access to our competitive Health and Dental Benefit plan.

The Role

The Health and Safety Site Coordinator will be responsible for implementing, managing, and maintaining safety protocols across all job sites to ensure compliance with safety regulations and company policies. The role involves responding to incidents, monitoring safety documentation, conducting site inspections, and ensuring that preventative maintenance schedules are adhered to. This individual will collaborate with foremen, project managers, and site personnel to foster a safe working environment and support ongoing safety initiatives.

Key Tasks

The Health and Safety Site Coordinator's responsibilities include, but are not limited to:

- Respond to safety incidents with same-day and follow-up reports, conducting root cause analysis and implementing corrective actions.

- Mentor and train site personnel on safety practices, company policies, and procedures to ensure compliance and continuous improvement.
- Observe behaviour and work practices on site to ensure compliance with best safety practices, internal policies, procedures, and legislation
- Collaborate with stakeholders to develop and deliver safety training programs that address site-specific risks and comply with company policies
- Develop and deliver site-specific safety training programs in collaboration with stakeholders.
- Monitor, sign off, and provide support for daily safety forms, tracking and completing assigned action items.
- Create and maintain project-specific Job Hazard Analyses (JHAs) and other site-specific safety documentation.
- Set up safety boards, binders, and required postings for new job sites, and develop fall rescue plans.
- Train employees on the use of specific safety equipment and support Health and Safety Representatives (HSRs).
- Conduct monthly site visits and inspections to ensure compliance with safety regulations and maintain safety equipment.
- Regularly review, update, and involve workers in the development of Safe Work Procedures (SWPPs) and other safety documentation.
- Collaborate with warehouse teams to ensure annual equipment inspections, preventative maintenance, and inventory management.

Knowledge and Education:

- Minimum of 1-3 years in a health and safety role, ideally in the construction industry
- Post-secondary education in Occupational Health and Safety or a related field
- Ability to obtain Secret Security Clearance
- Strong knowledge of construction safety regulations, standards, and best practices
- Demonstrated ability to facilitate mentorship, training, and education programs effectively
- Proven experience conducting site inspections, risk assessments, and implementing safety improvements
- Knowledge of legislated safety equipment maintenance and inspection protocols
- Excellent ability to engage and influence stakeholders at all levels of the organization
- Experience in preparing and maintaining documentation such as JHAs, SWPPs, and SDS lists
- Valid driver's license and willingness to travel to various job sites as required

Preferred Certifications:

- National Construction Safety Officer (NCSO) certification
- Working at Heights certification
- FIT Testing certification
- Train the Trainer certification

Technical Skills:

- Strong understanding of safety management systems (HSMS)
- Proficient in Microsoft Office
- Experience using eCompliance or other digital safety platforms considered an asset

Key Competencies:

- Exceptional communication and interpersonal skills
- Ability to work collaboratively with teams and independently manage tasks
- Detail-oriented with strong organizational skills
- Problem-solving abilities, especially in root cause analysis and corrective action planning
- Commitment to continuous safety improvement and worker engagement

Physical and Environmental Requirements:

- Regular travel to job sites within Ottawa
- Moving equipment/items weighing up to 30 pounds
- Climbing stairs, walking, carrying, lifting
- Must be able to complete tasks in a noisy environment
- Working indoors and outdoors, in a construction environment
- Standing and walking for long periods of time
- Bending, crouching, and climbing. You may be required to use ladders or enter small spaces in this position.

To apply, please visit our careers page by clicking the link:

<https://secure.collage.co/jobs/dilfo/48374>

We thank all applicants for their interest in working at DILFO; only those identified for further consideration will be contacted.

Accommodations for disabilities are available, where needed, upon request.

DILFO uses artificial intelligence as part of the application screening process.

DILFO does not accept and is not responsible for any fees related to unsolicited résumés from recruitment agencies. Recruitment agencies should not submit resumes in response to this posting to DILFO employees or any associated company location.