



JOB OPPORTUNITY

Human Resources

STATUS: Permanent, Full-Time

LOCATION: Peterborough, ON

Do you consider the 'Green Book' a real page turner? Are you excited when you get to try out new PPE? Do you love discussing all things WSIB, JHSC, RTW, and MOL? Is your family certified for WHMIS, Health and Safety Awareness in 4 (or 5) Steps, and Working at Heights just so you can hone your training techniques? If so, then you may be the perfect fit for this position!

We are currently seeking a **Health and Safety Coordinator** to join our team in Peterborough. The Health and Safety Coordinator will work to develop, administer, and implements companywide occupational safety programs, and serve as the coordinator for the occupational safety programs.

JOB DUTIES

- Responsible for safety orientation, safety training, job site inspections and reporting.
- Maintain awareness of amendments to the Occupational Health & Safety Act (OHSA) and Regulations, and make recommendations for implementation.
- Perform job site safety compliance inspections including hazard analysis, safe work procedures, written reports and recommendations.
- Responsible for monitoring adherence to the company safety program by all Cambium employees and subcontractors for all office locations.
- Research, plan, organize and conduct training programs/seminars for supervisors and employees on legislated and industry specific programs.
- Ensure the timely completion of hazard and incident reporting
- Ensure prompt injury/illness reporting to WSIB and MOL as necessary
- Administer WSIB and support RTW processes alongside HR.
- Coordinate the activities of the JHSC's, and occupational safety personnel at all offices.
- Provide advice and counsel to management and other employee groups on a broad range of occupational safety issues and decisions.
- Design safety standards to conform to industry standards and federal, provincial and local regulations.
- Coordinate inspections, investigations, and occupational safety activities.
- Direct and review the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs.
- Research occupational safety information to assure the best available methods and equipment are adopted to minimize hazards at work.
- Advise on improvements in tracking and reporting procedures.
- Lead and/or participate on teams with safety, technical, management, and other staff.
- Periodically act as a team leader to special task forces or teams.
- Perform additional assignments per supervisor's direction.
- Travel to all offices on a regular basis.



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QUALIFICATIONS

- Post secondary education Bachelor's degree in a related field.
- Safety certification training (e.g., CRSP, Workplace Hazardous Materials Information, MSDA) is considered a strong asset.
- One to three years' experience in workplace occupational health and safety.
- Thorough knowledge and understanding of the OHSA and WSIA legislation.
- Strong organizational skills, and attention to detail.
- Strong English communication skills (both verbal and written).
- Proficiency with database applications and administration systems, specifically Microsoft Office.
- Ability to work effectively alone and prioritize.
- Highly motivated, service and team-oriented.
- Enthusiastic about challenges and new initiatives.
- Valid Driver's License and access to a reliable vehicle.

ESSENTIAL ATTRIBUTES

- Effective team player – enthusiastically supports other team members as needed.
- Open to new responsibilities – not focused on what is or is not in the job description.
- Putting in extra effort – sticking around longer than usual to help out when needed.
- Professional, responsive, and positive work attitude.

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you're interested, send us some information that helps us understand how you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights, to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.