

Health and Safety Coordinator

Location: Bailey Metal Products Limited – Concord, ON

Department: Human Resources

Reports to: Corporate Health and Safety Manager

Position: Replacement



About Bailey

Founded in 1950 by Sam Bailey, The Bailey Group of Companies (BGC) is a Canadian industry leader company with manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. The BGC was a family-owned and operated company, that has been passed down through generations. Our growth over the decades resulted in our long-standing partnership with Saint-Gobain which led to BGC recently joining the Saint-Gobain organization. Our people, products, and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

Why Join Our Team?

- Market competitive remuneration package
- Employer-paid comprehensive benefit package
- RRSP matching program
- Education support program
- On-the-job training
- Employee referral program
- Personal protective equipment allowance

Position Summary

The Health and Safety Coordinator develops, administers, and implements companywide occupational safety programs, and serves as the coordinator for the occupational safety programs within one or more branches. The Health and Safety Coordinator plans, designs, develops, implements, and evaluates departmental occupational safety programs and makes appropriate recommendations to improve the safety management system. Actively follows up on corrective and preventive actions. The coordinator will support the operations team and coach employees on safety practices.

What you'll do:

- Maintain awareness of amendments to the Ontario Occupational Health & Safety Act (OHSA) and Regulations and make recommendations for their implementation.
- Assist in conducting risk analysis, hazard analysis, and physical demand analysis.
- Responsible for monitoring adherence to safety programs by employees, visitors, and contractors.
- Assist in planning, designing, developing, implementing, and evaluating safety programs.
- Conduct safety training/talks, safety observations, inspections, investigations, and audits, and develop appropriate corrective and preventive actions.
- Assist in developing policies, processes, programs, standards, and safe work practices and updating manuals, and training materials
- Coach and mentor employees on safety practices.
- Plan, organize, and conduct safety training for managers, supervisors, employees, and contractors as required.
- Research occupational health and safety information, compare current practices, and suggest the best practices for implementation.
- Track all corrective and preventive actions and ensure that they are completed promptly.
- Assist in meeting the requirements of the COR/ISO 45001/WSIB excellence program.
- Perform any additional assignments.

What you'll need:

- Bachelor's degree and certificate/Diploma in Occupational Health and Safety.
- 3-5 years of experience in occupational health and safety in an industrial establishment, preferably in the manufacturing industry.
- Thorough knowledge and understanding of the OHSA and some understanding of workers' compensation legislation.
- Safety designations such as CRSP or CHSC are considered an asset.
- Proficiency with database applications and administration systems, specifically Microsoft Office.

Working Conditions:

- Physical ability to lift 25 lbs.
- Frequent travel between the branches is required.
- Manual dexterity is required to use desktop computers and peripherals.

Learn more about us at <https://www.bmp-group.com/>. To apply, submit your resume to recruitment@bmp-group.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

We are an equal-opportunity employer committed to providing and maintaining a fair, equitable, and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



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