

HEALTH AND SAFETY COORDINATOR

Health and Safety Coordinators build, implement, and oversee health and safety programs. Safety is their top priority; they communicate well with others and excel at managing conflict.

Job Description

- Develop and review health and safety rules, policies and procedures in accordance with site, company and government regulations and legislation
- Conduct inspections to ensure that health and safety requirements and governmental legislation is being followed at all times
- Ensure that workers are up-to-date in training
- Research, plan, organize and conduct training programs.
- Maintain, and report on, safety and health records and statistics
- Monitor machine or equipment changes
- Identify potentially hazardous situations and correct them
- Work with management to design strategies that protect employees from workplace hazards
- Integrate health and safety activities into production efforts
- Develop and promote the adoption of new safety training programs and practices
- Periodically act as a team leader for task forces and teams
- Review internal and external health and safety reports to determine areas that need improvement
- Direct rescue and firefighting operations during emergency
- Conduct investigations, including complaints, serious harm incidents and accidents
- Manage non-compliance violations
- Sample air for dust levels and determine the composition of the dust
- Conduct ergonomics assessments in offices and in the field
- Partner with mine managers, workers, health and safety committee members, union representatives and government inspectors to optimize the safety systems in the mine
- Ensure all employees are adequately trained to perform their roles
- Assist mine management in responding to inquiries from customers, regulatory agencies and the public regarding health and safety issues

Compensation



(Source: Canadian Mine Salaries, Wages & Benefits: 2018 Survey Results InfoMine USA, 2018).

Job Prospects



Why are People Attracted to this Career?

Health and Safety Coordinators are assertive and self-confident, and thrive in a dynamic working environment. They are natural problem solvers and efficiently manage health and safety violations. They identify potentially dangerous situations and take decisive action to prevent them.

What is it Like to Work as a Health and Safety Coordinator in Mining?

Note: these vary according to employer and region.

Health and Safety Coordinators usually have an office on the mine site but spend most of their time in the mine and/or mill, indoors and outdoors. They climb ladders and steep ramps on the surface and underground. They are often required to enter areas with physical hazards, such as noise, dust, heat and cold.

Success Profile

Common traits that successful Health and Safety Coordinators share are:

- Develops and follows clear policies and processes
- Manages conflicting priorities and deadlines
- Assertive, confident and willing to act as an advocate for workers
- Calm, resilient, adaptable and embraces challenges
- Learns quickly, especially detailed legislative, technical and production information
- Strong communication, conflict management, supervisory skills
- Thorough knowledge and understanding of workers' compensation legislation and government regulations

Job Entry Requirements

Note 1: The requirements listed below illustrate what it takes to start the career and do not take into account on-the-job training given to new employees.

Note 2: Many employers encourage or require Health and Safety Coordinator certification even though there is no legislation in place to regulate this occupation. Voluntary certification typically requires completion of an educational program and/or a specified amount of work experience, combined with the successful completion of an exam.

Fixed Requirements

- High school diploma or equivalent and a degree or equivalent work experience in health and safety (often a minimum of three to four years of recent related safety experience in the mining industry)
- Working knowledge and experience with health & safety legislation, rules, regulations and reporting processes and procedures
- Valid driver's licence with few or no current infractions and first aid attendant certificate
- Proficiency with word processing, spreadsheet, email software and language of operation
- Ability to work with complex testing equipment
- Must pass a medical and drug test
- Willing to work in a diverse environment

Assets

- Professional designation
- Willing to relocate
- Other languages