



Occupational Health and Safety Coordinator

Renfrew Educational Services is a not-for-profit, registered charity operating as an independent school. We are an acknowledged leader in program development for students with disabilities. For 52 years Renfrew has offered a wide range of programs and services to children and youth from Calgary and surrounding areas. Renfrew Educational Services is committed to providing inclusive and supportive educational environments for all children and youth. Our mission is to empower children and youth with disabilities to reach their full potential through tailored educational programs and compassionate teaching. Please refer to the Renfrew Educational Services webpage: <http://www.renfreweducation.org> under the 'Services & Programs' for more information about the programs and services that Renfrew provides.

We are currently accepting applications for a permanent part-time (0.6 FTE) **Occupational Health and Safety Coordinator** to join our team. Please note that the annual schedule is 10.25 months.

This position has an immediate start date.

We Offer:

- Competitive salary and benefits package, including RRSP matching.
- Professional development and growth opportunities
- Safe, supportive and collaborative work environment.
- Excellent mentorship and leadership
- Opportunity to make a meaningful impact on the lives of children and youth with disabilities and their families.

Key Responsibilities:

- Plan, organize and coordinate the Health and Safety (OH&S) program for the agency.
- Maintain Certificate of Recognition (COR) status with Alberta Association for Safety Partnerships through annual safety program.
- Monitor OH&S legislation to ensure compliance within the agency workplace health and safety program.
- Develop risk assessments: analyze risk assessments and surveys, and use assessment/survey information to develop, maintain and track health and safety programs.
- Coordinate training specific to health and safety in compliance with Occupational Health and Safety.
- Conduct site inspections: complete required reports and maintain records.
- Monitor incident reports: complete accident/incident investigation as required, and monitor/analyze first aid portion of reports to determine trends and controls that may be implemented.
- Meet regularly with agency managers to keep them informed of health and safety issues.
- Provide regular training and information updates to the Health and Safety Committee.
- Provide safety information for the weekly bulletin.
- Provide staff training on a variety of safety topics.
- Support Health and Wellness in the workplace through initiatives and programs.

Qualifications:

- Completion of an Occupational Health and Safety Certificate Program.
- Current Health and Safety Auditor Certificate.
- 3 – 5 years of experience in a safety role or in a related field.
- Strong safety expertise in risk management, loss control management, hazard identification, incident investigations, and emergency preparedness and response.

PATRONS: Jim Gray Thomas & Kim Buchanan Three Sisters Charitable Foundation

Charitable Registration no. **77762 5492 RR0001**

Funded by: Alberta Education, Calgary and Area Child and Family Services Authority,
City of Calgary – Family and Community Support Services, Foundations and Private Donors.

- Knowledge in provincial and federal laws, rules and regulations related to OHS.
- Experience in an education setting and a knowledge of special education is an asset.
- Familiar with playground safety standards is an asset.
- Understanding of the principles and practices of program and policy planning, development, administration, and evaluation.
- Must have a vehicle, valid Alberta Driver's License, and a clean driving record.
- A reliable vehicle, auto insurance with a minimum \$2,000,000.00 liability and driver's license is required.

Pre-Requisite Security Clearance Documentation:

- Successful candidates must provide us with a valid 'Calgary Police Check with Vulnerable Sector' dated within 3 months prior to their start date
- 'Intervention Record Check through Alberta Child Services' is also required, however, we can support you with completing this during your onboarding

How to Apply:

Interested candidates should submit the following:

- A current resume.
- A cover letter.
- Contact information for three professional references.

Please send your application to the Staff Resource Team at:

employment@renfreweducation.org

Attention: Occupational Health and Safety Coordinator

While we thank all applicants for their interest, only those selected for an interview will be contacted. Renfrew Educational Service is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.