



**MENNO PLACE**

**HEALTH AND SAFETY COORDINATOR**  
**~ CANADA SUMMER JOB GRANT PROGRAM ~**

**Temporary Full-time / 35 hours per week / 4-16 weeks**

**Hourly Rate: \$24.00 - \$28.00**

**\* POSITION IS DEPENDENT ON FUNDING \***

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**Position Overview:**

The Health and Safety Coordinator is responsible for developing, implementing, and monitoring safety protocols to ensure a safe and compliant work environment. This role requires proactive risk assessment, training, and collaboration with employees to foster a culture of safety.

**Key Responsibilities:**

- Develop and enforce workplace health and safety policies in compliance with local and federal regulations.
- Conduct regular safety audits and risk assessments, documenting findings and implementing corrective measures.
- Coordinate safety training programs and maintain training records.
- Investigate workplace incidents, identify root causes, and recommend prevention strategies.
- Serve as the point of contact for safety-related issues and ensure adherence to safety protocols.
- Complete WorkSafe BC documentation and field related inquiries.
- Attend and prepare Joint Occupational Health and Safety Committee documents.

**Qualifications:**

- Working towards a Bachelor's degree in Occupational Health and Safety, Environmental Science, or a related field.
- 1 - 2 years of experience in health and safety coordination or a similar role.
- In-depth knowledge of safety regulations and best practices.
- Strong problem-solving skills and attention to detail.
- Excellent communication and ability to conduct training sessions.

**What youth participants are eligible? *To be eligible, youth must:***

- *be between 15 and 30 years of age **at the beginning** of the employment period\**
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\* **and***
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*
- *Youth must be 15 years of age at the beginning of the employment period. Youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

**In the online application, you will be required to:**

- Upload a Resume (PDF, Word doc)
- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

**We thank all applicants however only those short-listed candidates will be contacted.**

[Click Here to Apply Online](#)