



Company Overview

Menno Place is BC's first campus of care and one of the largest, offering a comprehensive range of housing and long-term care options for seniors. With over 700 residents, our campus provides a supportive environment where couples can remain together even if their care needs change.

Job Summary

Under the direction of the Executive Director, People and Culture Strategy, the **Health and Safety Coordinator** leads EDMP, attendance/wellness initiatives, and core occupational health and safety programs. The role ensures regulatory compliance and supports a safe environment for residents, staff, and volunteers through visible, collaborative presence across all units and departments, aligned with Resident and Family Centred Care (RFCC).

Responsibilities

- **Disability management, claims & RTW:** Manage EDMP, WorkSafeBC/WCB and LTD processes; coordinate documentation and follow-up; liaise with external providers; and develop/monitor accommodation and GRTW plans through to full duties.
- **Attendance, wellness & employee support:** Administer attendance tracking, analyze trends, and partner with leaders to address absenteeism; establish/lead the Wellness Committee; provide confidential support and connect employees to resources.
- **Committees, compliance & COR:** Coordinate JOHS Committee activities; maintain compliance with BC OHS requirements and internal policies; and lead COR audit readiness, evidence collection, and corrective actions.
- **Prevention programs:** Conduct inspections; support incident reporting/investigations and root-cause work; maintain a risk matrix and contingency plans; deliver safety training/orientation; produce KPI reporting/presentations; and collaborate on drills and lessons learned.

Qualifications

- Minimum 5 years of direct Health and Safety experience, including supervisory duties; healthcare experience preferred; minimum 2 years' experience in a unionized environment.
- Degree in Occupational Health and Safety or Human Resource Management with a Certificate in Occupational Health and Safety.

- CPHR, BCRSP, or BCSP designation required; First Aid certification is an asset.
- Strong knowledge of WorkSafeBC/WCB processes, BC OHS Regulation, and root-cause investigation methodologies; knowledge of applicable health and safety standards and codes.
- Working knowledge of the BC Employment Standards Act and BC Human Rights Code.
- Strong computer skills (word processing, spreadsheets/databases) and digital fluency (MS Office including Excel and PowerPoint); Health and Safety Management System experience is an asset.
- Strong communication, negotiation and conflict-resolution skills; strong organization and prioritization; research/analysis and critical thinking; attention to detail; flexibility and adaptability; and ability to work with empathy and professionalism in group and confidential settings.

Asset Criteria

- Experience in the health care sector and/or in a unionized environment.
- Second language proficiency.
- Knowledge of legislation/regulation governing long-term care, assisted living, and health human resource requirements in BC.
- Experience with Health and Safety Management Systems.

Work Location: In person

Pay: CA\$70,000.00-CA\$90,000.00 per year

Job Type: Full-time

Join our team at Menno Place, where your health and safety expertise supports the people who care for our residents every day. If you are passionate about accuracy, service, and continuous improvement, we want to hear from you—apply today to make a meaningful difference.

We thank all applicants however only those short-listed candidates will be contacted. To explore all job opportunities at Menno Place please visit our website today!

[Click Here to Apply Online](#)