

## Health, Safety and Security Leader

**Position Title:** Health, Safety and Security Leader

**Position Location:** M.I.L. Head Office, Mississauga, ON.

**Position Reports To:** Risk Manager

### **Overview:**

Responsible to ensure the organization meets and exceeds its Health, Safety and Security objectives and all Federal and Provincial Health and Safety regulations and guidelines.

### **Duties & Responsibilities:**

- Formulate and support the organizations Health, Safety and Security standards, policies and procedures including the establishment of risk prevention measures for hazardous materials exposure, accidents, fires, or other unsafe conditions.
- Ensure compliance and reporting requirements are met for federal and provincial Health and Safety regulations.
- Ensure compliance, reporting and training requirements under the companies Security policies and procedures followed.
- Monitor and ensure contractors are compliant with any workers compensation legislation and regulations.
- Assist the Health and Safety committee and provide training on an on going basis.
- Formulate, develop, and coordinate all Safety, Risk and Security control functions of the organization.
- Designs and support a program to reduce accidents, occupational illnesses, and exposure to long-term health hazards through safety-training of all managers, planned inspections, skill training, first-aid care, emergency preparedness, new employee indoctrination, physical protection, planned job observation, rules and practices, job analysis/procedures, disposal procedures, and protective equipment.
- Act as key Health, Safety and Security resource person.
- Inform and advise line management within the organization on the impact, risks and opportunities of significant, new and amended Regulations
- Ensure policies, procedures, manuals, systems and training is followed in order to ensure compliance with regulatory requirements, industry practice and general control management
- Carry out risk assessments and considering how risks could be reduced;
- Carry out regular site inspections to check policies and procedures are being properly implemented;
- Attend safety committee meetings;
- Lead in-house training with managers and employees about health and safety issues and risks;
- Liaise with officials from the regulatory authorities to ensure the organization is compliant with mandatory regulations;
- Maintain, monitor and communicate the company's Pandemic plan, policies and procedures as required.

- Produce management reports, newsletters and bulletins;

**Skills & Qualifications:**

- Canadian Registered Safety Professional (CRSP) designation.
- Experience with Health & Safety programs, development and implementation.
- Experience in conducting safety audits and assessments of organizations and workplaces.
- Independent and self-motivated, demonstrating time management and the ability to deal with issues first hand.
- Excellent verbal and written communication skills required for presentations, leading meetings, generating forms, letters & reports.
- Teamwork - ability to work effectively with all levels of the organization & externally.
- A sense of urgency to get things done while at the same time ensuring that all legislative requirements are handled and sensitive to individual internal business cultures.
- Post-secondary education in Health & Safety or Business with a major in Safety.
- Practical knowledge of provincial Occupational Health & Safety Act, regulations and WSIB legislation.
- 1-3 year job experience
- University degree (B.Comm or related discipline)
- Intermediate to advanced computer skills
- Supervisory skills
- Organizational skills

Interested applicants are welcome to contact Kathryn Astle [kastle@morguard.com](mailto:kastle@morguard.com)