



OCCUPATIONAL HEALTH & SAFETY TRAINER
LOCATION: RIOCAN YONGE EGLINTON CENTRE
(HUMAN RESOURCES DEPARTMENT)

Reporting to the Health and Safety Manager, this position will coordinate and deliver training on occupational health and safety initiatives.

Responsibilities include:

- Implement Health and Safety programs and participate in other Health & Safety projects as required
- Support health and safety initiatives in order to decrease in accidents and incidents
- Identify, develop, and facilitate a wide range of ongoing H&S training for company employees
- Follow up and maintain accurate training requirements and records
- Record and follow up on all documentation related to the company's Occupational Disability Management Program including WCB claims and return to work program
- Follow up and record information on Health & Safety programs (e.g. Orientation for new hires)
- Attend & co-chair monthly JH&SC meetings, distribute minutes and identify action items
- Coordinate all Emergency Response requirements including Emergency Response Teams

Qualifications:

- Post Secondary certificate / diploma / degree and or experience in the Health and Safety field
- Ability to travel extensively
- Levels 1 and 2 of Industrial Health and Safety certification
- Minimum of 2 years of related experience in Health & Safety
- Experience in the development, implementation and monitoring of health & safety training programs
- Experience in the development, implementation and monitoring of WCB claims and other related programs
- Excellent communication and training delivery skills
- Extensive knowledge of Microsoft applications
- Comprehensive knowledge of OHS Act, Ministry of Labour, WSIB practices and procedures
- Strong organizational and time management skills
- Able to work independently and as part of a small team

Interested, qualified candidates should submit their resume and cover letter via email or fax to the attention of Anita Wong - Human Resources Coordinator via e-mail awong@riocan.com or fax (416) 646-8136.