



# HEALTH & SAFETY CO-ORDINATOR

health and safety officer, director, health and safety, manager - health and safety, health and safety co-ordinator/supervisor

Health & Safety Co-ordinators plan, organize, direct, control and evaluate the operations of human resources and personnel departments, and develop and implement policies, programs and procedures regarding human resource planning, recruitment, collective bargaining, training and development, occupation classification and pay and benefit administration. They represent management and participate actively on various joint committees to maintain ongoing relations between management and employees. Health & Safety Co-ordinators are employed throughout the private and public sectors.

## KEY RESPONSIBILITIES



Health & Safety Co-ordinators perform some or all of the following duties:

- Co-ordinate internal and external training and recruitment activities
- Administer employee development, language training and health and safety programs
- Advise and assist other departmental managers on interpretation and administration of personnel policies and programs
- Direct the organization's quality management program
- Plan human resource requirements in conjunction with other departmental managers
- Oversee the classification and rating of occupations
- Plan, organize, direct, control and evaluate the operations of human resources or personnel departments
- Organize and conduct employee information meetings on employment policy, benefits and compensation and participate actively on various joint committees
- Ensure compliance with legislation such as the Pay Equity Act.

## EDUCATION AND TRAINING



Some employers may require Health & Safety Co-ordinators to hold a Certified Human Resources Professional (CHRP) designation. Several years of experience as a personnel officer or human resource specialist are required. A bachelor's degree in a field related to personnel management, such as business administration, industrial relations, commerce or psychology or completion of a professional development program in personnel administration is required.

Here is a complete list of Canadian Universities and Colleges:  
[thegreenestworkforce.ca/education](http://thegreenestworkforce.ca/education)

### Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

## THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You like mechanical problems
- You are a team player
- You want to be able to get out from behind your desk

## DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

[thegreenestworkforce.ca/compare](http://thegreenestworkforce.ca/compare)

**If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.**