

## Health & Safety Responsibilities – Program Coordinator



| <b>Section</b>   | <b>Date</b>                             | <b>By-Law Number</b> | <b>Page</b>                   | <b>Of</b> |
|--|---|----------------------|-------------------------------|-----------|
| Health & Safety Policies                                 | September 17, 2019                      | 135-2019             | 1                             | 1         |
| <b>Subsection</b><br>Responsibilities & Accountabilities | <b>Repeals By-Law Number</b><br>27-2012 |                      | <b>Policy Number</b><br>HS-07 |           |

### **Purpose**

The City of Kenora is committed to protecting and promoting the health and safety of all staff. As such, the City of Kenora will employ a full-time, permanent Health and Safety Program Coordinator (under such title as may be decided) to administer the Corporate Health and Safety Program.

### **Responsibility**

This individual will report to the Manager of Human Resources and will comply with the roles and responsibilities contained in the current job description for the position.

This individual will serve as a resource to the Senior Leaders, Supervisors, and workers within the City to ensure that they understand their roles and responsibilities under the City's health and safety program as well as under the Occupational Health and Safety Act (Ontario) and related regulations. When requested, this individual will actively participate in workplace inspections, incident investigations, and any other activities that will provide assistance and education to the Senior Leaders, Supervisors, and workers.

This person must have related experience and knowledge in the following fields:

- Applicable safety legislation;
- Incident investigations;
- Planned workplace inspections; or
- Basic Certification training.

The Health and Safety Program Coordinator will maintain controlled copies of all documents and will forward updated or changed documents to the appropriate workplace parties as required.

### **Training**

The Health and Safety Program Coordinator will complete all necessary training to remain up-to-date with current trends in health and safety practices in Ontario. Completion of the requirements for a professional designation such as Canadian Registered Safety Professional is recommended. All training will be documented.