

**Summary:**

Reporting to the VP Employee Experience, the Safety Coordinator is a liaison to all departments to assist in driving continuous improvement in the Safety, Security & Health / Wellness programs at Phantom Screens. This position is responsible for reviewing, recommending, and consulting regarding safety, security and health / wellness programs; and when approved, developing, implementing, coordinating and maintaining programs for the Phantom organization. By optimizing our commitment to promote the health and wellbeing of our employees, we can deliver the Phantom Experience to our customers with reduced risk of supply interruption and minimized costs.

The Safety Coordinator provides a consistent representation of Phantom's Safety, Security and Health/Wellness programs and plays a key role in maintaining a positive, proactive, and cooperative work environment. The incumbent consistently demonstrates, and encourages in others, the organization's core corporate values.

**Corporate Values:**

At Phantom Screens we:

- Speak the truth
- Serve each other
- Pursue excellence
- Practice Stewardship

**Reporting Structure:**

The other position reporting to the VP Employee Experience is the Employee Experience Manager.

**Position Responsibilities:**

(Include, but are not limited to, the following)

**General Safety**

- Act as chairperson for Health & Safety meetings to schedule, lead, document and assign action items to appropriate parties
  - Escalate instances of repeated non-completion of action items and/or non-support of agreed upon or approved recommendations to department Manager & VP Emp Ex
  - Maintain advanced knowledge of applicable Federal and Provincial Legislation including:
    - Hazardous Products Act and Controlled Products Regulations
    - BC Workers Compensation Act (WCA)
    - Occupational Health and Safety (OH&S) Regulation
- Maintain knowledge of the Phantom Employee Manual

**Safety Program**

Maintain the OH&S program specific to Phantom locations. This consists of:

**OH&S Policy**

- Annually review the written safety policies for compliance, recommending changes as required

**Inspection**

- Develop and maintain workplace inspection checklist(s)
- Lead, with appropriate people:
  - Regular, planned workplace inspections
  - Equipment specific inspections
  - Special inspections as required
- Recommend, prioritize and assign safety action items
- Investigate unsafe conditions to recommend corrective action is taken without delay

### General safe work practices

- Recommend creation of/updates to Phantom-specific tool and equipment Safety, Operation, and Lock-out instructions and execute, when approved
- Review, develop and maintain (production & shipping) work instructions in line with WorkSafe BC regulations
- Promote a positive, safety focused, cooperative work environment by leading by example

### Incident Investigations

- Lead incident investigation team
- Prepare incident investigation report, including corrective actions
- Submit approved report to the Workers' Compensation Board of BC (WCB)
- Continually improve investigation process

### Records and Statistics

- Maintain and report on safety records such as workplace incident investigations, training records, hearing tests results, safety drills, sub-contractor qualifications/clearance
- Prepare de-personalized (for privacy) copies when necessary
- Report injury summary and trends
- Prepare and report safety related statistics for the purpose of improving the Safety Program

### Safety Instruction and Supervision

- Identify safety related instructional and supervisory requirements
- Prepare, deliver, and coordinate safety related training and education including:
  - New hire safety orientation
  - Safety toolbox topics
  - Lectures, discussions, videos, internal training sessions, external seminars / workshops
  - Hands-on, job specific instruction in groups or individually
  - Demonstration, active worker participation, and testing/validation
- Enforce established safety rules and safe work procedures
- Provide safety-related observations / expertise to the appropriate supervisor/manager
- Provide health and safety expertise where discipline or counsel may be required; bring to the attention of the departmental manager
- Periodically review / audit documentation to ensure training requirements have been met

### **Specific Safety Responsibilities Include:**

#### New Hire / Rehire Orientation

- Provide tour of facility from a safety perspective
- Provide training on general safe work practices

#### Supplier / Sub-contractor Orientation / Qualification

- Deliver orientations and training on specific safety requirements (ex: Emergency Response) to suppliers who perform work in/at our facilities (ex: vendor managed inventory)
- Ensure suppliers and sub-contractors have appropriate WCB coverage prior to commencing work

#### Safety Committee

- Administer safety committee elections as required
- Participate in the Joint Occupational Health and Safety Committee as an Employer Representative, and Chair of committee
- Prepare and distribute meeting agenda and subsequent minutes
- Ensure roles and responsibilities of committee members are carried out
- Communicate recommendations from the committee to management
- Administer and update all safety related action items

### Risk Assessments

- Perform risk assessments and evaluations on existing, revised, and new processes
- Make practicable recommendations to eliminate, minimize, and control hazards
- Monitor / evaluate control measures

### Emergency Preparedness and Response Plan

- Provide training, including coordination of drill(s)
- Play an active role during emergency response

### Workplace Hazardous Materials Information System (WHMIS)

- Develop / revise content specific to the workplace with the involvement of the safety committee
- Ensure proper labelling/identification
- Provide education and training
- Maintain and make available records, including Material Safety Data Sheets (MSDS)

### Personal Protective Equipment (PPE)

- Determine when PPE is required as a control measure
- Recommend appropriate PPE as specified, in order that it can be purchased, and supply maintained
- Ensure PPE is properly used, including training and fit testing
- Perform (informal and formal) internal audits to ensure compliance

### Noise control and Hearing Conservation Program

- Manage hearing tests (scheduling, results, record-keeping)
- Ensure hearing conservation program is followed

### First Aid

- Within budgetary guidelines, purchase first aid supplies and equipment
- Ensure adequate First aid coverage exists during operating hours (all shifts)
- Oversee the activities of the First Aid Attendants, provide support with significant incidents
- Carry out annual first aid knowledge recap with all First Aid Attendants
- Ensure the First Aid Attendants acquire and/or maintain appropriate first aid certification
- Collate and maintain all injury reports; identifying patterns and repetitions and schedule retraining as needed
- Prepare monthly statistics for review by the Joint Occupational Health and Safety Committee

### Disability Claims Management

- Obtain supporting information from the Employee Experience Manager pertinent to the Employers Injury Report and ensure evidence is submitted to WorkSafe to minimize associated claim costs
- Responsibility for claims management (decisions, review, appeal) for work-related and non-work-related injuries
- Responsible for Return-To-Work and /or Vocational Rehabilitation programs

### Safety Internal Audit

- Establish internal audit procedure, forms, and record management
- Conduct periodic audits to determine level of compliance to WCA, OH&S Reg., and internal requirements
- Prepare and present audit findings, including recommended corrective actions

### Safety Budget

- In collaboration with VP Employee Experience, create annual occupational health and safety budget
- Monitor and report on budget variance

Along with Management, represent the employer during interactions (correspondence, site inspections, etc.) with WorkSafeBC Officers.

### **Site Security (Physical)**

- Monitor reports, false alarms, etc.
- Make security recommendations

### **Health and Wellness**

- Establish programs that focus on proactive measures to facilitate injury and accident prevention.
- Provide training to all employees to ensure complete understanding of how their activities impact operational output and efficiencies
- Evaluate work procedures, set-ups and physical environment to ensure the safety and health of Phantom employees (i.e. ergonomics, workflow set-ups., etc.)

### **Position Requirements**

- Strong interpersonal skills with the ability to communicate efficiently orally and in writing with internal and external contacts at all levels
- Ability to create legible and grammatically correct correspondence and other documents for internal and external use.
- Proficient in a Windows environment, with extensive use of Word, Excel, and Power Point at an intermediate to advanced level; demonstrated accurate keyboarding skills.
- An ability to anticipate problems, using sound judgement to evaluate and analyze information; provide effective solutions, and pro-actively and effectively resolve issues with minimal supervision.
- Organized, methodical; able to remain calm and focused and appropriately structure workflow to accomplish multiple and changing priorities.
- Proficient and equally comfortable working independently or as a contributor in a team environment
- A keen understanding of the need to maintain confidentiality when handling sensitive information and the ability to use an appropriate level of discretion.
- Demonstrated understanding, interpretation, and application of the Employment Standards Act of BC, WorkSafe BC regulations, and Human Rights legislation.
- Above average level of attention to detail and accuracy in all tasks.

### **Academic Qualifications and Work Experience**

- 2 years' post-secondary education with a focus in Health and Safety or comparable.
- Occupational Health and Safety Certificate, or higher
- Experience with a safety program and/or safety committee

### **Preferred but not required**

- Occupational Health and Safety Diploma
- Canadian Registered Safety Professional (CRSP) designation
- Safety-related training certifications (ex: rigging & hoisting, forklift instruction, respirator fit-testing)
- 3+ years' experience in an industrial / manufacturing environment
- Level 2 Occupational First Aid Certification