

Job Description

Safety Coordinator

POSITION SYNOPSIS AND PURPOSE

(A position overview and how it aligns with corporate strategies)



The Safety Coordinator coordinates the Municipality's Safety Management System by supporting safety programs, legislative compliance, training safety advice, and practical solutions that help keep employees safe.

Reporting to the Director of Protective Services, the Safety Coordinator works closely with managers, supervisors, employees, Human Resources, and the Joint Occupational Health and Safety Committee to identify workplace hazards, investigate incidents, implement corrective actions, and support continuous improvement of the Municipality's safety program. The Coordinator also supports emergency management planning, preparedness activities, training, exercises, and municipal response as required.

MAJOR RESPONSIBILITIES

(Position activities and allocation of time spent doing each activity)



Description	Approximate Time Spent (%)
Safety Program Administration - Coordinate the day-to-day administration of the Municipality's Safety Management System, including programs, procedures, and documentation. - Coordinate workplace inspections, hazard assessments, safety audits, and follow up on corrective actions. - Assist departments in identifying hazards, assessing risks, and implementing practical controls. - Track safety performance, maintain records and statistics; identify trends or issues with Municipality-wide implications; and recommend practical improvements.	35%

Description	Approximate Time Spent (%)
Training, Education, and Continuous Improvement • Coordinate safety training programs by identifying needs, arranging internal and external training, and supporting employee participate. • Develop and deliver safety awareness sessions, toolbox talks, safety communications, and educational materials. • Provide managers and supervisors with practical guidance on safe work practices and legislative requirements. • Assist with emergency preparedness training, exercises, and staff awareness activities.	20%
Incident Investigation and Legislative Compliance • Support supervisors and managers with workplace incidents, injury and near miss investigations, including identifying contributing factors, and recommend corrective actions. • Monitor corrective actions and assist departments with appropriate follow-up. • Support departments in meeting legislative requirements through inspections, documentation, and operational guidance. • Monitor changes to occupational health and safety legislation and standards and recommend updates to policies and procedures.	20%
Operational Support and Collaboration • Work collaboratively with managers, supervisors, Human Resources and the Joint Occupational Health and Safety Committee to support safe work practices and legislative compliance. • Provide practical safety advice and guidance while supporting departments in meeting their workplace safety responsibilities. • Promote health, safety, emergency management, and other protective services initiatives, projects, and special assignments. • Build effective working relationships with regulatory agencies, contractors, and external service providers.	15%
Emergency Management Support • Support the Director of Protective Services in maintaining the municipal emergency management program and implementing local responsibilities under the Regional Emergency Management Organization (REMO). • Assist and participate in emergency planning, preparedness, training, exercises, and public education activities.	10%

Description	Approximate Time Spent (%)
Support Emergency Coordination Centre operations during emergency activations.	

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

QUALIFICATIONS



Education (degree/diploma/certifications):

- Post-secondary diploma or degree in Health and Safety, Occupational Health and Safety, Environmental Health, Public Administration, Business Administration or a related field, or an equivalent combination of education, training and experience.
- A Canadian Registered Safety Professional (CRSP) designation, eligibility to obtain the designation, or another relevant occupational health and safety designation is considered an asset.
- A recognized Occupational Health and Safety designation or working toward one would be considered an asset.
- Valid Nova Scotia Class 5 Driver's Licence and access to a reliable motor vehicle for work-related travel.
- Experience supporting emergency management activities, emergency exercises, or emergency response is considered an asset.

Experience:

- Minimum three to five years of progressively responsible experience in workplace safety, health and safety, occupational health and safety, environmental health, or a related field.
- Experience supporting workplace inspections, incident investigations, hazard assessments, and delivering safety training and education.
- Experience interpreting and applying occupational health and safety legislation, regulations, and standards.
- Experience working collaboratively with managers, employees, committees, and external stakeholders to resolve workplace health and safety issues.

Knowledge/Skill/Ability:

- In-depth knowledge of the Nova Scotia Occupational Health and Safety Act and Regulations and knowledge of related legislation, standards and best practices.

- Knowledge of safety management systems, hazard identification, risk assessment and incident investigation principles.
- Ability to interpret legislation and explain and apply requirements in practical, understandable terms.
- Strong organizational, analytical and problem-solving skills with the ability to manage multiple priorities.
- Strong written and verbal communication skills, including developing reports, procedures, training and educational materials.
- Ability to build collaborative working relationships and provide practical advice and guidance to employees, supervisors, managers and external partners.
- Basic knowledge of emergency management principles and municipal emergency preparedness and response.
- Ability to work independently and collaboratively, exercise sound judgment, maintain confidentiality, and use standard office and municipal software.

WORK CONDITIONS



Work Demands

This position spends approximately:

- 70% of the time indoors
- 75% of the time conducting inspections, training, investigations, and site visits
- 15% of the time travelling within the Municipality

Physical effort:

- Standing and walking during workplace inspections, investigations, and training sessions.
- Occasional climbing stairs, accessing municipal facilities, and working in industrial or outdoor environments.
- Occasional lifting and transporting training materials, safety equipment, and inspection tools.
- Ability to work outdoors in varying weather conditions when conducting inspections or supporting emergency activities.

Mental effort:

- Interpret and apply workplace safety legislation, standards and procedures.
- Manage multiple safety activities, corrective actions and competing priorities.
- Analyze information and maintain accurate and confidential records and reports.

Hours of work:

- 35 hours per week, typically Monday to Friday 8:30 am – 4:30 pm with a one-hour unpaid lunch and the ability to work some evenings and weekends based on operational need

Work

- ☒ On-site (100% of work performed on-site)
- ☐ Hybrid (Combination of on-site and remote work)
- ☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE



Independent Decision Making:

- Prioritize inspections, investigations, training activities, and workload based on operational needs.
- Interpret and apply safety legislation, policies, and procedures to day-to-day situations.
- Recommend corrective actions and practical solutions to address workplace hazards and legislative compliance.
- Provide operational safety advice and recommendations within the authority of the position.

Financials and Budget:

- Monitor expenditures related to assigned programs and projects.
- Assist with the preparation and administration of departmental budgets.
- Obtain quotes and coordinate the purchase of safety equipment, supplies and services within approved budgets.
- Support grant-funded projects by maintaining documentation and assisting with reporting requirements.

Confidential Information:

- Employee safety records and incident investigation files.
- Personal information relating to employees, contractors, and volunteers.
- Workplace inspection reports, hazard assessments, and corrective action records.
- Sensitive operational information related to municipal facilities and emergency management activities.
- Information obtained through investigations or regulatory processes requiring confidentiality.

Creativity and Ingenuity:

- Develop and recommend practical solutions to workplace safety issues and opportunities for improvement.
- Adapt safety programs, procedures, training and communications to meet operational needs.

Leadership, Supervision and Functional Advice

Employees this role manages or supervises:

- None

Functional advice this role may provide and to whom it is provided:

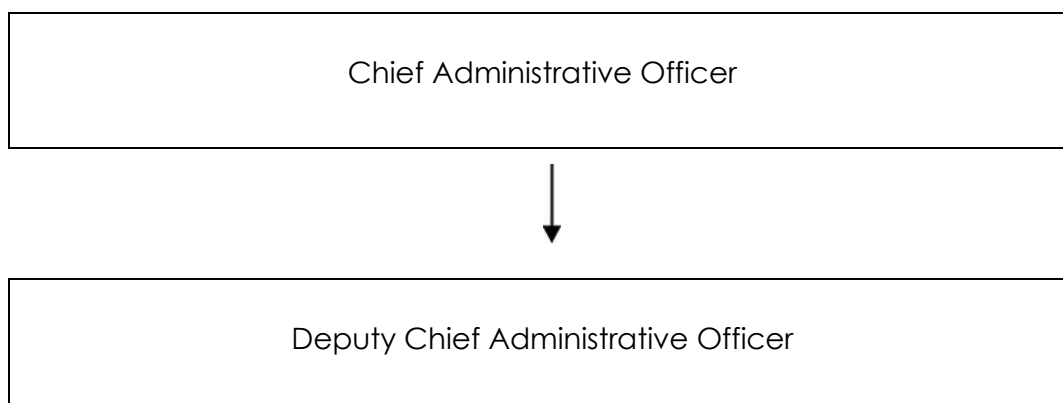
- Provide practical safety advice and guidance to managers, supervisors, and employees.
- Support departments in understanding and meeting their workplace safety responsibilities.

POSITION CLASSIFICATION
(Where this position fits)

Position Title: Safety Coordinator	Division:
Department: Administration	Classification:
Positions Supervised Directly: N/A	Reports to (Direct): Director of Protective Services
Salary Grade: 4	Positions Supervised Indirectly: N/A
Hours per week: 35	Work Location: Administration Building
Effective Date: July 7, 2026	Revision Date:

Organizational Chart

The reporting relationship of this position to others within the immediate department.





Director of Protective Services



Safety Coordinator