

New

Ministry

Transportation and Economic Corridors

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Occupational Health & Safety Coordinator

Requested Class

Stds Safety and Compliance 4

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Strat & Integ Serv, Strat Policy & Bus Serv/Bus Servs

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Occupational Health & Safety (OH&S) Coordinator is a key resource within the Strategic Initiatives and Business Services team, reporting to the Corporate Services Manager. This position is responsible for delivering Occupational Health & Safety services to the Ministry of Transportation and Economic Corridors (TEC) in a consistent and proactive manner across all work locations throughout the province.

The OH&S Coordinator supports the development, implementation, and continuous improvement of the department's health and safety systems. This role provides expert guidance and consultation to staff on a wide range of health and safety matters, including the interpretation and application of the GoA OH&S Program, relevant legislation and standards (e.g., OHS Act, Regulations and Code; Traffic Safety Act; Transportation of Dangerous Goods Act and Regulations; Workers Compensation Act; etc.). The Coordinator contributes to hazard identification and risk control strategies by making informed recommendations related to safe work practices, processes, and procedures.

Based in Edmonton, the position requires regular travel throughout the province to conduct OHS activities

including workplace inspections, participate in incident investigations, perform safety audits, and deliver or coordinate OHS-related training, to support and promote a safe and healthy work environment.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Support the implementation of the Government of Alberta's OH&S Program and contribute to the development and continuous improvement of departmental health and safety systems to enhance operational effectiveness and protect the health and safety of staff across all provincial work locations.

1. Develops, and implements processes, procedures and supportive documentation for the implementation of all elements of the GoA OHS Program, applicable legislation and standards in support of department operations.
 - 1.1 Preparation and execution of the occupational and task inventories, formal hazard assessments (FHA), training matrix and needs assessments, risk analysis documents, and site specific hazard assessments for employees at all levels throughout the province.
 - 1.2 Conducts worksite inspections and makes recommendations for corrective actions. Conducts information sessions to support line area OHS needs and continual improvement. Participates in cross training with Regional Safety Officers.
 - 1.3 Develop a facility, equipment and asset inventory to support management and preventative maintenance in compliance with OHS legislation, department policy and manufacturers' specifications.
 - 1.4. Assists in the establishment and the ongoing function of OH&S Committees in consultation with Committee Sponsors, PSC's OH&S Consultant and the Corporate Services Manager.
 - 1.4.1 Attends OH&S Committee meetings, when requested. Assists in researching, recommending direction, and providing advice and leadership to the OH&S committees in consultation with Corporate Services Manager and the PSC OH&S Consultant.
 - 1.5. Participates in annual OH&S evaluations and the development and implementation of action plans, prepares reports and makes recommendations in consultation with the Manager, and TEC Building and Regional OH&S Committees for approvals from the Executive Sponsor.
2. Assists supervisors and managers with incident investigations, reviews incident information and develops reports. Responds to potentially serious and serious incidents and reports to the Corporate Services Manager, PSC OH&S Consultant, the Strategic Initiatives and Business Services Director, Emergency Management, the program area Executive Director or Regional Director, and other appropriate authorities as required.
3. Coordinates, monitors, and supports first aid and emergency response requirements in compliance with OH&S legislation, the GoA OHS Program, and department-specific needs and initiatives throughout the province.
4. Works closely with program areas where cross-over of responsibilities occur.
5. Can be called upon to assist the emergency management team during emergent issues such as natural disasters, TEC related incidents, and other duties as required.
6. Manage and maintain records management systems including the TEC OH&S SharePoint site as a central repository for ministry-specific OH&S related documents including reports, records, procedures and other OH&S information for the department and to facilitate document management and information access for TEC staff, OH&S Committees, and Executives.
7. Develop and implement a tracking and reporting system to produce requested information, reports, and information for the PSC's OH&S Consultant, Auditors, TEC Management, Executive Director, Executive Sponsor, and other Senior Management.
8. Provide guidance and technical advice in different forms of communications through various formats to TEC staff on legislated requirements, safety standards, and safe operating procedures.

9. Maintains an awareness of emerging trends, changes to legislation, and industry best practices in OH&S.
10. Establishes and maintains good working relationship with TEC staff, OH&S Committees, as well as programs areas in the department.
11. Collaborates with divisional counterparts to ensure cooperative and consistent delivery of services throughout the department and across the province.

Problem Solving

Typical problems solved:

- Ability to objectively review, assess and suggest alternative methods to ensure compliance with all legislation, policies and standards.
- Identify and provide recommendations or alternatives to eliminate or control worksite hazards.
- Develop codes of practice/safe work procedures for work of a unique nature for which there is no other documented process.
- OH&S Coordinator determines the health & safety status of a worksite, and exercises considerable judgment in selecting the technique, course of action and appropriate contacts when determining advice and direction to be given.
- OH&S Coordinator receives broad objectives and is expected to resolve the more complex problems relating to a particular discipline and refer only those issues which are contentious or go beyond the broad parameters set out in the policy and regulations. Also address new situations such as work processes that may be unique.
- Incumbent does not have the authority to order a stoppage of work or require correction action to achieve compliance with the OH&S legislation, where they believe the worksite or any activities taking place to be dangerous; however, they must report any infringements to the appropriate management and/or authorities.

Types of guidance available for problem solving:

- Consultation with Manager or Director will be available.
- Consultation with PSC OH&S Consultant to guide government requirements and legislation.
- Consultation with Emergency Management staff where emergencies and cross-over occurs.
- Consultation and work with OH&S Committees, regional safety officers and regional operational managers.

Direct or indirect impacts of decisions:

- The health and safety of staff within the workplace.
- Compliance with the GoA OH&S Program and legislation.

Key Relationships

Major stakeholders and purpose of interactions:

The OH&S Coordinator has regular contact with:

- Corporate Services Manager: day-to-day operations, collaborate and make recommendations, consistent communications and coordination of activities, and performance management.
- Business Services: collaborate with Emergency Management where cross-over of the OH&S program and Emergency Management work exists.
- All program areas in department: provide consultation, expertise and training relating to OH&S - solutions; resolve issues; and exchange information.
- Regional Safety Officers and Operational Managers: consult with, collaborate and make recommendations based on systems in place and legislation.
- Public Service Commission – OH&S Consultant.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Public Administration		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Alberta Occupational Certificate and 7 years related experience, or
Related diploma and 4 years related experience.

Relevant Competencies

The OH&S Coordinator requires well developed and demonstrated skills in:

- consultation, interpersonal, and relationship management
- analytical, research, and problem solving
- written and verbal communication, presentation and training delivery, with the ability to interact effectively with a range of audiences
- organization and time management skills to function effectively in an environment with multiple priorities
- collaborative working relationships with staff, clients, contractors, and other stakeholders
- strong working knowledge of OH&S related requirements for contracting and project management
- commitment to client service, teamwork, and continuous improvement
- functioning independently as well as lead and contribute within a team environment.
- consistently demonstrating flexibility, initiative, professional judgment, political sensitivity, and creativity
- demonstrating a high level of self-management skills with strong results orientation
- relevant business systems (e.g., Microsoft 365, Word, Excel, Power Bi and PowerPoint)
- relevant Federal and Provincial legislation and standards related to OH&S, such as Alberta's OHS Act, Regulations and Code; CSA standards; Fire and Building codes; Transportation of Dangerous Goods Act; Workers Compensation Act; etc.
- relevant Governmental and Department policies, procedures, directives, guidelines, goals and objectives

The role may involve periods of physical activity (e.g. walking, climbing, crawling, heavy lifting, bending, kneeling) and potential exposure to different environmental conditions.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none">• Takes holistic long-term view of challenges and opportunities• Anticipates outcomes and potential impacts, seeks stakeholder perspectives• Works towards actions and plans aligned with	

		APS values <ul style="list-style-type: none"> • Works with others to identify areas for collaboration 	
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Develop Networks	○ ● ○ ○ ○	Works on maintaining close relations with all stakeholders: <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	
Build Collaborative Environments	○ ● ○ ○ ○	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	
Drive for Results	○ ● ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to 	

		achieve outcomes • Aims to exceed expectations	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.