

POSTING NOTICE

COMPETITION #: SC-322-2627

POSTING DATE: September 14, 2026

CLOSING DATE: September 23, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Coordinator, Health & Safety

CLASSIFICATION: Field

SALARY: Level 6, Non-Instructional Salary Grid

LOCATION: Tisdale, SK or Melfort, SK – to be determined based on the applicant

START DATE: As soon as possible

HOURS: 37.5 hours per week

STATUS: Permanent / Full-Time

IMMEDIATE SUPERVISOR: Sherry Todosichuk, Vice President, Corporate Services

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

Reporting to the VP Corporate Services, the Health & Safety Coordinator is responsible for monitoring workplace safety, developing and executing health and safety plans and procedures to assess risk and adherence to regulations, preparing and enforcing policies to establish a culture of health and safety, and implementing safety training plans for employees.

In collaboration with the Learner Services Department, the Facilities Manager and Program Supervisors, the Health & Safety Coordinator is responsible for developing program specific practices, procedures and training to ensure staff and student safety.

As a member of the Corporate Services Team, this position contributes to the safe and healthy operations of the organization.

JOB DUTIES AND RESPONSIBILITIES:

1. Administration & Leadership

- Promote the health of all college employees and learners by providing leadership, administer programs and implement initiatives that contribute to a healthy, productive and safe work environment.
- Respond to, and investigate complaints and concerns relating to health and safety and take appropriate action.
- Develop and support a Health & Safety program and procedures for the college as per best practice and as required by legislation.
- Identify and provide health and safety training, training plans, policies, procedures, etc.
- Meet regularly with supervisors and staff to assess campus and / or program safety requirements.
- Participate in and lead committees as assigned, including the Occupational Health and Safety Committees, and other committees that pertain to health and safety.
- Establish and maintain effective working relationships to ensure that desired safety standards are achieved, and that College needs and concerns are addressed promptly.
- Ensure timely reports are made available as required.
- Build relationships with other institutions and agencies to ensure safety benchmarks are maintained.

2. Safety Operations

- Responsible for student and staff incident and injury reports and Worker's Compensation Board claims, including recommendations and reporting relating to investigations.
- Responsible to chair, plan, and communicate adherence to Occupational Health and Safety legislation, meetings, minutes, and training.
- Develop, implement and monitor overall college safety planning, documentation, and communication.
- Responsible for ensuring a schedule is maintained for checking fire extinguishers, first aid kits, doors and entrances for safety, and vehicle safety for each campus.
- Take a proactive role in hazard identification and recommend corrective preventive actions.
- Research and prepare all plans required in the area of campus disaster planning. Ensure required plans are in place at each campus facility.
- Ensure emergency response personnel are adequately trained and the organization is at an acceptable level of emergency preparedness.
- Conduct audits and support operations in the completion of regular safety and emergency equipment checks, including ad hoc inspections.
- Responsible for ensuring adequate safety drills are completed on a routine basis.
- In the event of health and or safety emergencies, incidents or equipment failures, act as a resource and conduct investigations.
- Participate in the Violence Threat Risk Assessment (VTRA) committee by maintaining local community protocols.
- Inspect, test, and evaluate workplace environments, equipment, and practices to ensure that they follow safety standards and government regulations.

3. Facilities & Campus Operations

- In the absence of the Manager, Facilities & Maintenance, coordinate facility maintenance work, including HVAC, plumbing, carpentry, painting, construction/renovation, grounds, and general building maintenance.
- Follow maintenance plans and protocols to ensure building systems are properly maintained and operationally efficient of assigned campuses.

4. Additional Duties

- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a relevant post-secondary diploma; an equivalent combination of related experience and post-secondary education may be considered. This education and experience would typically provide knowledge and experience with business operations, OH&S legislation and regulations, policy and procedure creation, development and implementation of staff training plans, conducting investigations, leadership, and analytical and research skills. The minimum amount of practical, related experience required to perform the duties of this position is two years in a similar or complementary position.
- Demonstrated experience working in a cross-cultural environment.
- Canadian Registered Safety Professional designation, WHMIS 2015, WCB OHC Certification and / or VTRA Certification an asset.

2. Knowledge, Skills & Abilities

- Knowledge of applicable health and safety regulations, standards, and legislation as it pertains to public education facilities and work environment.
- Strong Knowledge of relevant Saskatchewan Occupational Health and Safety regulations.
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- Experience designing and implementing health and safety training plans and policies, including emergency preparedness.
- Demonstrated experience writing policies and procedures, technical reports, and correspondence.
- Ability to develop and deliver education workshops and seminars related to health and safety.
- Experience conducting safety audits, inspections, documenting findings and implementing corrective actions as needed.
- Demonstrated interpersonal skills, with an emphasis on the ability to resolve conflicts.
- Demonstrated ability to adapt to changing circumstances.
- Demonstrated ability to influence and persuade others.
- Demonstrated oral and written communication skills.
- Demonstrated organizational and time management skills.
- Possess strong analytical and problem-solving skills.

3. Other Requirements

- Valid Saskatchewan Driver's license is required
- Satisfactory Vulnerable Sector Check and Criminal Record Check required