

HEALTH AND SAFETY



The GeoFocus Group is seeking a **Health and Safety Coordinator** to be responsible for maintaining and promoting occupational health and safety measures, as well as ensuring employees acknowledge and adhere to safety programs.

This person, at minimum, must:

- Ensure compliance with legislative requirements of the Ministry of Labour, Occupational Health and Safety Act, and WSIB.
- Maintain a presence on work sites to perform regular inspections to identify and report any workplace hazards and/or accident prevention
- Manage accident/incident investigations to determine root cause, insure corrective action(s) have been implemented and proper closure is obtained
- Ensure smooth flow and proper filing of paperwork and due diligence
- Authorize Form 7 reports
- Coordinate and chair quarterly safety meetings with foremen, to administer health and safety management programs and receive workers' concerns, complaints, and recommendations
- Compile and distribute safety newsletter and bulletins on a regular basis

Interested candidates should send their cover letter, resume and list of references to: info@thegeofocusgroup.com.

NOTE: The above job description is not all-inclusive but rather highlights some important duties. Each candidate, upon employment, may perform other related duties as required to meet the ongoing needs of The GeoFocus Group.

The GeoFocus Group is a proud member of:

Building Industry and Land Development Association
Canadian Condominium Institute
Institute of Inspection, Cleaning and Restoration
The Indoor Air Quality Association

The GeoFocus Group
www.TheGeoFocusGroup.com
Dedicated To Honesty, Integrity And Dependability