



PROJECT COORDINATOR
LOCATION: HOME OFFICE (Must reside in the GTA)

The Infrastructure Health & Safety Association (IHSA) is a customer-focused organization that provides health and safety services to Ontario's construction, transportation, aggregates, and electrical sectors. IHSA's goal is to build strong partnerships with our clientele to identify and address their training needs and guide them in building a culture of workplace health and safety.

IHSA seeks a motivated, results-oriented individual for the role of **Project Coordinator** in our Technical Services Department. The duties of the incumbent will include, but are not limited to: research, data acquisition and analysis, product review and development including manuals, data sheets, best practice documents, knowledge transfer and exchange and regulation review.

RESPONSIBILITIES:

- Assist in the development of goals and objectives of the department in support of the short and long term strategic plans of the organization and execute strategies for achieving those objectives.
- Identify prevention initiatives with the goal of decreasing injury rates in assigned sectors.
- Develop new products and review existing products including, but not limited to, manuals, datasheets, best practice guidelines, advisory bulletins and articles pertinent to the sectors served.
- Undertake research in order to identify and keep up to date on information ensuring that program and product content is current and report on areas of concern specific to procedures and regulations that would affect IHSA's safety education, training programs and products.
- Cultivate and maintain strategic partnerships with organizations and key government agencies/ministries that enable the department to achieve its strategic objectives.
- Participate on industry and stakeholder working groups in the areas of regulatory review and the development of national or industry-specific standards and best practice guidelines. Represent IHSA on industry specific committees.
- Establish and maintain business partnerships with manufacturers and distributors of material and equipment related to the infrastructure sectors, and in particular, where technological design and advancements affect safety performance.
- Promote IHSA's image in order to enhance business partnerships with members, various government agencies and ministries, research bodies, trade associations, other health and safety associations, non member firms and other public bodies. Continually promote the sale of IHSA's services, programs and products.
- Monitor and analyze injury statistics within the assigned sectors.
- Provide correct, accurate, and timely replies to inquiries within the assigned sectors.

- Facilitate knowledge transfer of new resources, technologies, information and updates pertinent to IHSA operations both to internal staff and external partners.
- Act in accordance with IHSA's health and safety program.
- Report potential or actual hazards in department activities in accordance with OHS requirements and adhere to current health and safety regulations and company policies and report hazards.
- Perform other duties and/or projects as assigned.

QUALIFICATIONS:

- Post secondary education (i.e. Engineering Degree from a university, or an Engineering Technology Degree from a community college, or equivalent).
- Five years direct experience in residential or high residential/commercial sectors of the construction industry with an understanding of formwork/false work, concrete placement, scaffolding and fall protect.
- Canadian Registered Safety Professional (CRSP) designation preferred.
- Advanced Knowledge of Occupational Health and Safety Act and regulations pertinent to IHSA sectors.
- Familiar with ergonomic principles/concepts to minimize risk of musculoskeletal disorders.
- Knowledge of the IHSA health and safety industry/network in a not-for-profit organization.
- Excellent communication skills to deal effectively with staff throughout the organization, external members, suppliers and government contacts (WSIB, MOL, HRDC) to demonstrate new work methods, exchange information, transfer knowledge, assess the health and safety prevention needs of member and nonmember firms to align with the WSIB, MOL, HRSDC prevention concepts and activities and industry best practices.
- Strong interpersonal skills with the ability to communicate with people at all levels within the organization and with local, regional and national stakeholders.
- Demonstrated ability to effectively manage and track a project (or projects) through the life cycle steps of initiation, planning, execution and project closure.
- Ability to effectively operate a computer and applicable software along with other relevant technology equipment (audio/visual equipment, fall protection training equipment and other pertinent industry specific tools). Knowledge of MS Office (Word, Excel, Outlook and PowerPoint), Internet and intranet software.
- Proven team player who is both flexible and adaptable
- Creative, energetic, self motivated and results oriented.
- A valid Ontario driver's license.

Please forward your resume and cover letter to careers@ihsa.ca no later than February 24, 2012 quoting the following in the subject line of the email: Project Coordinator - Posting #TS2012-1. We appreciate your interest in IHSA, however, only those candidates who are selected for an interview will be contacted.