Arthur Electric Inc. Is Hiring a **Health & Safety Manager!**

Arthur Electric is a trusted electrical contractor delivering comprehensive construction, design-build, and ongoing electrical maintenance services for commercial, industrial, and retail projects across Southern Ontario. Check out our website for more information: https://www.arthurelectric.com/

We are currently seeking a full-time Health & Safety Coordinator to join our growing team in Rockwood. The ideal candidate is familiar with the construction industry and can act as a resource and advocate for workplace safety, supporting employees and leadership in maintaining a strong safety culture. We encourage those with a desire to grow their career to apply!

This role involves a combination of field-based work on active construction sites and office-based administrative responsibilities.

DUTIES & RESPONSIBILITIES

- Develop, implement, and maintain existing and new health and safety programs, policies, practices, and standards in alignment with business needs and evolving industry requirements.
- Work directly with forepersons to collect, review, and maintain safety reports and inspection records.
- Conduct regular job site inspections with the ability to identify, anticipate, and address potential hazards and safety concerns in line with the Occupational Health and Safety Act (OHSA) and company standards.
- Understand and ensure compliance with the health and safety requirements of Arthur Electric clients.
- Ensure all employee training is current and that mandatory training requirements are met in accordance with industry standards and union agreements, including but not limited to WHMIS, Working at Heights, Elevated Work Platforms, and First Aid.
- Attend and contribute to Joint Health and Safety Committee (JHSC) meetings and contribute to other company meetings from a health and safety perspective.
- Update and maintain company health and safety documentation as required, including but not limited to the master Health and Safety Policy, individual policies for the employee handbook, and health and safety boards distributed to job sites.
- Workplace Injuries and Investigations:
  - Assist in the investigation of incidents to determine root cause and corrective actions if necessary.
  - Ensure that all incidents are reported immediately.
  - Ensure the completion and timely submission of incident reports and documents to Head Office.
- Maintain accurate safety records, including inspection logs, JHSC meeting minutes and monthly reports.

- Attend industry meetings, conferences, and webinars to stay current on health and safety developments in construction and the electrical industry.
- Develop and contribute a health and safety section to the company newsletter to promote awareness and keep employees informed.
- Promote a positive safety culture and act as a safety resource for employees and leadership.
- Administrative duties as required.
- Monitor and manage use of safety equipment and supplies.
- Other duties as required.

QUALIFICATIONS / POSITION REQUIREMENTS

- Preferably 5 years' experience in a Health and Safety role within the construction industry.
- Experience in the electrical industry is considered an asset.
- Post-secondary education in Occupational Health and Safety or a related field / equivalent experience.
- Strong knowledge of Ontario's Occupational Health and Safety Act (OHSA) and WSIB processes.
- Joint Health and Safety Committee (JHSC) certification is considered an asset.
- First Aid Certification.
- Valid driver's license (G Class).
- Strong computer skills with the ability to quickly learn new software and systems.
- Experience conducting job site inspections and hazard assessments.
- Familiarity with high-risk construction activities, including working at heights, confined spaces and energized work.
- Excellent written and verbal communication skills.
- Experience writing and editing health and safety policies.
- Experience managing return to work programs and completing WSIB documentation.
- Strong interpersonal skills and ability to build trust and relationships with employees.
- Proactive, solutions-orientated approach to health and safety.
- NCSO training, working towards certification, or equivalent training considered an asset.
- CORE experience.

SCHEDULE

- Full-time, Permanent Position
- In office Monday – Friday 8:00 – 4:30
- Additional hours worked as required

COMPENSATION & BENEFITS

- $65,000 annually
- Comprehensive Benefits Package
- RRSP Program

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

At Arthur Electric, we are committed to fostering a workplace that embraces equity, diversity, and inclusion. This commitment reflects our core organizational values. Arthur Electric is dedicated to providing an accessible and inclusive candidate experience throughout the recruitment and selection process. If you require accommodation at any stage of the process, please contact our Human Resources Department at hr@arthurelectric.com.