

Health & Safety Coordinator

About the Company

Canada Royal Milk is a member of the Feihe International group of companies, Asia's number one infant formula brand. Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are building a Canadian company that is combining the best practices in the production of infant formula from our parent company, technology from around the globe, and the knowledge, skills, and expertise of Canadian talent. We are an international company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

Position Summary

Reporting to the Health, Safety & Environment (HSE) Officer, with accountability to the Human Resources Manager, the Health and Safety Coordinator is responsible for the promotion and maintenance of a safe work environment through the administration of healthy workplace and health and safety programs. The Coordinator is responsible for program administration; comprehensive record keeping, reporting, and tracking; employee communications and workplace wellness promotion and training coordination.

The Coordinator works collaboratively with members of the Human Resources and Administration team and interacts frequently with employees across departments. The role requires discretion and the ability to work with confidential information.

Excellent written and verbal communication skills and a strong client service orientation are required for this role.

Job Requirements

1. Post Secondary Degree or Certificate in Occupational Health and Safety, Human Resources Management, Business Administration, or related field.
2. Minimum 2 years' experience in manufacturing or related industry with exposure to occupational health and safety and/or employee relations.
3. Minimum of 1 year of experience in a leadership or supervisory role with responsibility for employee coaching and support.
4. Demonstrated ability to maintain confidentiality based on the requirement to access, review, maintain and distribute sensitive data and records.
5. Excellent inter-personal skills: must demonstrate a track record of positive working relationships at every level of an organization.
6. Solution oriented and client focused.

Key Duties and Responsibilities

1. Coordinates and is responsible for the collection and analysis of Health and Safety statistical information, produces reports on relevant Health & Safety data, identifies trends in accidents/injuries and maintains all health and safety related documentation.
2. Participate in the Joint Health & Safety Committee, coordinate, and follow-up on all safety items.
3. Participate in the development, writing, reviewing, and updating company policies and procedures.
4. Maintains health and safety policies, procedures, and programs including but not limited to confined space entry, First Aid, AED, Fire and Facility Safety, WHMIS, etc.
5. Assists in the development of preventative strategies including communication strategies to raise awareness of workplace hazards.
6. Champions safe work culture.
7. Under direction of HSE Officer, assist management in carrying out complete and timely accident investigations and making recommendations on the reduction of risk and incident re-occurrence.
8. Coordinates the delivery of safety training courses and maintains accurate training records in HRIS.
9. Work with HR team to develop, implement and maintain workplace wellness programs including psychological and physical wellness
10. Coordinate all illness and injury reporting to WSIB and all return-to-work programs
11. Member of the HACCP and GMP teams.
12. Provides oversight and supervision of janitorial staff.
13. Responsible for the implementation and review of janitorial procedures and protocols ensuring all procedures are compliant with CRM's standards including but not limited to Quality Management System (QMS) and Good Manufacturing Practices (GMP).
14. Raise awareness and advocate the understanding of Occupational Health and Safety Acts and regulations.
15. Other duties and projects as assigned

Working Conditions

Canada Royal Milk is a 24 hour a day, 7 days a week manufacturing operation. The standard administration hours are Monday through Friday, 8:30 am to 5:30 pm. The position requires flexible work hours, including weekends, evenings, and statutory holidays.

Hours worked are determined by the requirements of the Production Department to ensure efficient and safe operations.

Working conditions are normal for a manufacturing environment and include:

- Indoor and outdoor work, under a variety of weather conditions

- Standing, walking, sitting, kneeling, bending, reaching, twisting and other physically demanding tasks
- Exposure to indoor ambient temperatures ranging from room temperature to 55 Celsius; occasional exposure to ambient temperatures above 28 Celsius
- Working in environments with high humidity
- Exposure to physical risks using standardized safety precautions, including, but not limited to slippery surfaces, working around high temperature equipment, heavy and repetitive lifting, etc.
- Wear protective equipment, including, but not limited to specialized uniforms, eye safety glasses, hearing protectors, work boots, gloves, and hardhats
- Loose-fitting clothing, jewellery, scented products, cosmetics, artificial eyelashes, artificial fingernails, or other items that could contaminate the product are prohibited in all production areas

Work site

1680 Venture Drive, Kingston, Ontario K7P 0E9

Commitment to Diversity & Inclusion

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us by visiting www.canadaroyalmilk.com

How to Apply

