



Allmar Inc., is the leader in the architectural Door and Door Hardware industry. With over 60 years' experience in the industry and branches in 12 Canadian Cities, Allmar has built a reputation of integrity and superior customer service.

We are seeking a full-time **Health and Safety Supervisor** to join our **Toronto** Branch. The Health and Safety Supervisor is responsible for ensuring that all safety legislation is adhered to and policies and practices are adopted. They will plan, implement, monitor and review the protective and preventative measures to minimize operational losses, occupational health problems, accidents and injuries. Additional responsibilities include evaluating and monitoring health and safety hazards and developing strategies to control risks in the workplace while also ensuring compliance with government regulations regarding sanitation, pollution control and the handling and storage of hazardous substances. They will implement, facilitate and direct the comprehensive health and safety program to align with COR standards under the direction of the corporate health and safety team and in alignment with the corporate health and safety policies and procedures.

JOB RESPONSIBILITIES

Duties include but are not limited to...

- Responsible for daily administration of safety program activities, leading COR implementation and ongoing audit;
- Maintains current knowledge and enforce the occupational health and safety legislation; communicates updates and changes to management and Company Safety Officer;
- Lead in-house training with managers and employees about health and safety issues and risks for assigned region;
- Post all safety bulletins, safety posters and safety regulations;
- Making changes to working practices that are safe and comply with legislation;
- Keep records of inspection findings and produce reports that suggest improvements;
- Establish schedules of inspection;
- Prepare a copy of inspection reports on equipment;
- Prepare a copy of field safety inspection check lists;
- Follow up to ensure that corrective action has been taken whenever deficiencies are identified;
- Assist in completing WSIB and accident claims, investigations, analysis and preparation of reports and summaries for various provinces as required;
- Have basic knowledge of WSIB premium rates for assigned provinces as required;
- Review all incident reports to keep informed about the project and company safety performance, for assigned region;
- Prepare descriptions of identified unsafe conditions and the steps taken to correct these conditions within a reasonable required timeline;
- Keep records of incidents and accidents and produce statistics for managers.
- Ensure that pertinent safety reports are submitted as required
- Maintain a list of safety equipment purchased
- Ensure the safe installation of equipment
- Assist with safety seminars or training as directed
- Respond to employee questions relating to workplace health and safety
- Carry out fire drills
- Manage and organize the safe disposal of hazardous substances
- Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases
- Schedule and prepare safety meetings and minutes. Provide a copy to SharePoint or Head Office.



KNOWLEDGE, SKILLS AND ABILITIES

- Ability to get along with co-workers – strong interpersonal relational skills absolute
- Travel within region required
- Providing a positive role model
- Strong attention to detail and accuracy
- Ability to mentor and give direction
- Leadership and team building skills
- Excellent communication skills, both written and oral
- Maintain current knowledge of changes in government regulations pertaining to Health and Safety policies
- Proficient in MS Office (Excel, Word, Outlook, PowerPoint)

EDUCATION AND EXPERIENCE REQUIRED

- Minimum 3 years' experience in Health and Safety for the construction related industry
- Certificate from Association for Canadian Registered Safety Professionals

GENERAL ORGANIZATIONAL REQUIREMENTS

- Always treat customers and co-workers with dignity and respect
- Willing to work overtime as required
- Willing to perform other jobs as required by organizational demands
- Must be able to work effectively in a team-based collaborative environment
- Ability to work under minimal supervision
- Strong attention to detail
- Work safely and responsibly to ensure a healthy and safe work environment
- Presenting and performing to the highest quality standards
- Must maintain confidentiality of all written and oral communication as applicable
- Always represent the Company with integrity in an ethical and legal manner

ALLMAR OFFERS

- A fun team environment with dedication to superior customer service
- Comprehensive flexible benefits package to meet your needs including; Health, Dental, Vision and a matching RRSP program
- Educational Assistance Program to financially assist with career development possibilities

Please feel free to visit us at www.allmar.com

We thank all interested applications, however, only those under consideration will be contacted.