



Livingstone Landscaping Ltd. is the largest Landscaping Firm operating in Southwestern Manitoba & Southern Saskatchewan, with our office based in the City of Brandon. We pride ourselves in our exceptional customer service and outstanding team of employees. We offer a rewarding, friendly environment with great health benefits and competitive wages.

Job Title: Construction Safety Coordinator

Duties and Responsibilities: Safety Coordinator

- Assist in the development, implementation and maintenance of a Safety and Health Program including the identification, communication and control of work site hazards
- Monitor the safety performance of all on-site workers
- Encourage and educate workers to take precautions and adhere to safety rules to protect themselves and the tools/equipment they use from damage
- Identify and review various health and safety concerns specific to the work site and ensure construction site activities do not put non-construction site people outside of the site at risk
- Investigate all injuries, accidents and near misses. Identify the causes and advise on any improvement in safety standards that need to be made
- Review incident summary reports and take appropriate action when trends are unfavorable
- Ensure safety reports and data are collected and submitted to management, and other site contractors as required, including:
 - ◆ Site orientations
 - ◆ Incident reports and W.C.B. forms
 - ◆ Hazard assessments and Inspections
 - ◆ Toolbox/Tailgate meetings
 - ◆ Site Safety Committee meetings
 - ◆ Audit reports and actions taken
- Provide internal site specific or arrange external site-specific safety training to employees
- Ensure MSDS of all controlled products on site are up-to-date and available to workers
- Act as a liaison with the government (WSH), WCB, ambulance services and hospitals, management, subcontractors and workers regarding aspects of health and safety on and off the job
- Perform one audit each year to maintain valid Auditor status
- Advise on appropriate protective equipment and on the cost of implementing changes
- Assist injured workers in obtaining Modified Duties and administer the return to work policy

Qualification Requirements:

- Familiar with government regulations relating to Health and Safety
- Knowledge of investigation techniques, ability to determine root causes, and propose corrective actions
- Strong communication skills and ability to work effectively within the construction industry
- Ability to gather data, compile information and prepare reports
- Ability to foster a cooperative business environment, both internally and externally
- Excellent time management and organizational skills
- Strong analytical and problem-solving skills

Education and/ or Experience:



LIVINGSTONE LANDSCAPING

► Quality, Creativity, Technical Expertise

- Working towards, or completion of, Safety Certification (NCSO), an asset
- Proficient in Microsoft Office (Excel, Word, Outlook, Publisher)
- Knowledge of the operating practices of the construction industry
- Familiar with COR Certification Program
- Valid Class 5 Drivers License