



Health and Safety Coordinator

Position
Description
Uncontrolled Copy
January 2026

<u>Reports To:</u>	Manager, Health, Safety, & Security
<u>Direct Reports:</u>	First Aid Attendants, Contract Safety Services
<u>Indirect Reports:</u>	Safety Data Analyst

Position Summary:

The Trigon Health and Safety (HS) Coordinator will assist the Health, Safety and Security (HSS) Manager in the development of HS goals, objectives, programs, and procedures. The support will include measuring, evaluating, and reporting on the effectiveness of these programs in reducing safety incidents.

The HS Coordinator is to ensure that the areas within their responsibility support an incident-free work environment. The HS Coordinator will oversee the First Aid Department, contractor safety, conduct and support all safety activities. They will provide subject matter expertise and support to Trigon leadership.

The HS Coordinator identifies and ensures mitigation of unsafe acts or conditions in partnership with leadership. As directed by the HSS Manager, the HS Coordinator will be expected to lead investigations.

Key Responsibilities:

- Must be a courageous champion of safety.
- Oversee the day-to-day activities, including scheduling, of the First Aid Attendants.
- Support the development and maintaining of HS programs, procedures, training material, alerts, and/or bulletins.
- Identify hazards and notify responsible supervision or management.
- Perform HSE observations, audits, inspections and evaluate the workplace, equipment, and practices to ensure compliance to Trigon's HS policy and regulatory requirements.
- Support leaders in incident investigations.
- Track, trend, and report various HS data and provide management with updates and reports.
- Liaise with external agencies as required.
- Liaise and participate with Trigon Workplace Health & Safety Committee
- Other duties as assigned.

Skills and Abilities:

- Demonstrate a high degree of professionalism, tact, and diplomacy.
- Strong leadership qualities necessary to succeed in this position and maintain positive working relationships within diverse work environment.



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- Able to prioritize workload and manage multiple responsibilities/duties
- A high degree of motivation and a willingness to learn.
- Excellent communication skills including computer applications.
- Possess attention to detail in all areas of work.
- The ability to perform critical thinking during emergency response, investigations, inspections, and audits.

Education and Experience:

	Minimum	Preferred
Education	<ul style="list-style-type: none"> • OHS Certificate Program • Investigation training (RCA) 	<ul style="list-style-type: none"> • OHS Diploma Program • First aid certified • Advance OHS Skill Development • ICS 100 • Advanced First Aid (OFA III)
Experience	<ul style="list-style-type: none"> • 2-3 year OHS experience in industry • OHS Procedure writing • Investigation, Inspection, Auditing • Facilitation and training package development. • Regulatory Reporting 	<ul style="list-style-type: none"> • 5-10 years OHS in industry • 3 years OHS experience in a bulk terminal environment • OHS Program Development • OHS Leadership experience in a unionized environment • OHS Program Development