

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Health & Safety Coordinator (Contract)

Lytton First Nation (LFN) is currently recruiting for a Health & Safety Coordinator who will act on behalf of LFN, the Prime Contractor to coordinate, monitor, and support site-wide Occupational Health and Safety (OHS) activities, ensuring compliance with the Workers Compensation Act and OHS Regulations. This role is responsible for facilitating communication between contractors, identifying and managing hazards, maintaining safety documentation, and supporting a safe working environment for all workers and visitors to the site. The position is site-based and will work closely with LFN representatives, contractors, inspectors, and consultants. This is a full-time contract position based in Lytton, British Columbia, requiring 8 hours per day, 5 days per week. The anticipated duration of the role is approximately 200 weeks or until project completion.

DUTIES & RESPONSIBILITIES

The Health & Safety Coordinator will carry out the following duties in support of LFN's Prime Contractor responsibilities:

Site Safety Coordination

- Coordinate health and safety activities among all employers and workers at the site
- Act as the primary point of contact for site-wide safety matters on behalf of the Prime Contractor
- Ensure contractors understand and comply with site-specific safety requirements and WorkSafeBC regulations
- Confirm each employer has identified a designated site supervisor and qualified safety representative

Hazard Identification & Risk Management

- Facilitate hazard identification, risk assessments, and implementation of appropriate control measures
- Ensure employers notify the Prime Contractor of work activities that may introduce hazards to other workers
- Communicate known site hazards to all affected employers and workers
- Monitor high-risk activities and coordinate mitigation measures as required



Safety Systems & Programs

- Support implementation and maintenance of site-wide safety systems, including:
 - Site orientations
 - Worker training records
 - Safety meetings and tailgate talks
 - Emergency response procedures
 - First aid services and assessments
- Participate in pre-construction and ongoing safety planning meetings

Inspections, Reporting & Incident Management

- Conduct or coordinate regular site safety inspections and document findings
- Track corrective actions and follow up to ensure timely resolution
- Assist with incident reporting, investigation, and corrective action documentation
- Support coordination with first aid attendants and emergency services when required

Documentation & Record Keeping

- Maintain accurate and organized safety records, including:
 - Site orientations and training logs
 - Inspection reports
 - Safety meeting minutes
 - Incident and investigation reports
 - Risk assessments and control measures
 - First aid records
- Ensure documentation is available for review by WorkSafeBC or other authorities if required

Communication & Liaison

- Attend and participate in site meetings where safety coordination is required
- Communicate safety expectations, updates, and concerns to contractors and LFN representatives
- Support LFN in demonstrating compliance with Prime Contractor obligations

SKILLS & QUALIFICATIONS

Required / Preferred Qualifications

- Experience working on construction or civil infrastructure projects, preferably in a multiple-employer environment
- Knowledge of WorkSafeBC regulations, including Prime Contractor responsibilities under the Workers Compensation Act and OHS Regulation
- Formal health and safety training (e.g., Occupational Health & Safety certificate, Construction Safety Officer training, or equivalent)
- First Aid certification appropriate to the site (or willingness to obtain)
- Ability to conduct Site Safety Reviews, document findings, and communicate corrective actions clearly
- Strong organizational and documentation skills
- Ability to communicate effectively with contractors, workers, and project partners
- Comfortable working independently and exercising professional judgment in a field environment
- Must have valid Provincial Driver's License with clean drivers abstract

ADDITIONAL ASSETS

- Previous experience acting as or supporting a Prime Contractor
- Familiarity with earthworks, road construction, or subdivision development projects

COMPENSATION

The hourly rate for this position is between **\$26.00** to **\$30.00** per hour, commensurate with experience, skillsets, and qualifications

Open Until Filled

Apply with cover letter, resume, and current references to:
jobs@lfn.band or in person at the LFN Administration Office