



MRO Services
Airframe Maintenance - Canada
Windsor

Quick AAR information / resources

Website: aarcorp.com
Careers: aarcorp.com/careers
Email: windsorrecruiting@aarcorp.com

Health & Safety Coordinator/Inspector

The position

We are looking for a Health & Safety Coordinator/Inspector to promote a positive health and safety culture in the workplace, ensuring compliance with safety legislation and safety policies; ensuring practices are adopted and adhered to. The role supports the Senior Directors of Safety, Airworthiness and SMS in strategic occupational health and safety leadership that effectively mitigates risk and is proactively sustainable. Other key responsibilities include:

- Leads the Safety process between management and employees and contractors, ensuring the facility is in compliance with Federal legislation and company policy.
- Supports internal customers by serving as subject matter expert in assigned areas by interpreting regulations, providing information to address a customer need and provide guidance in the development of programs and policy.
- Develops and implements safety policies and procedures in compliance with applicable legislation and regulatory agencies.
- Completes injury and incident investigations.
- Manages the reporting to WSIB and works with employees and management on return-to-work program and offering modified duties for work-related injuries.
- Works with management to minimize lost time and reportable incidents.
- Manages workplace trends by tracking all incidents at the site identifying type of injuries, root causes, and near misses.
- Primary contact with regulatory agencies relative to HS&E inspections, inquiries and associated corrective action plans and reporting requirements.
- Management co-chair of the Health & Safety Committee with direct oversight of their development. Collaboratively works with hourly and salaried team. Ensures Safety Inspections are complete and corrective actions are documented and in place.
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy.
- Works collaboratively with SMS Coordinator.
- Focuses on the continuous improvement of safety and environmental goals to ensure alignment with the company's vision and critical success factors.

- Assists supervisors and management on health and safety incidents, corrective actions and coordinates their communication and implementation. Support facility management, as required.
- Manages and maintains all safety documentation and regulatory records, e.g. WSIB submittals, MSDS sheets.
- Facilitates training needs assessments and training programs for health and safety are in place and are carried out.

Total rewards

As a team member, you receive:

- Comprehensive benefits package
- Profit Share
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed, ensuring strong organizational skills
- **Sound professional judgement** – applied to problem solving, analyzing and decision making
- **Analytical skills** - must be able to use data to determine cause and effect for complex problem solving.
- Strong presentation skills.
- Demonstrates ability to work independently and within a team environment.

Education and experience

- Degree or diploma in occupational health and safety or related field
- Must have Canadian Registered Safety Professional CRSP designation
- 3-5 years' experience in a similar role
- Familiarity with aircraft maintenance an asset.
- Demonstrated knowledge of and ability to interpret, applicable codes, standards, guidelines and government legislation such as the Canada Labour Code Part II
- Strong working knowledge of MS Office including Excel, Word, Power Point and Outlook

Working conditions

- Office environment with regular visits to the hangar floor
- Desk work using a computer
- Ability to safely lift up to 25lbs
- Periodic overtime may be required
- Local travel may be required

Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

Qualified applicants may email their resume to windsorrecruiting@aacorp.com up to and including **May 6, 2024**.

Please quote file #AAR-142. Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.