



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## SPECIAL PROJECTS & LAB SAFETY CO-ORDINATOR

<b>Job ID</b>	<b>63644-2102</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=63644-2102">https://careers.indigenous.link/viewjob?jobname=63644-2102</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-07-09	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

As a leading chemical engineering department in Canada, our award-winning faculty and staff create a culture of excellence both in teaching and research. We have 22 faculty members with expertise in the following areas of research: bioengineering, polymer materials and manufacturing, process systems engineering, and water-energy technologies. These areas are closely linked to our undergraduate and graduate programs. The department mentors over 100 graduate and nearly 400 undergraduate students.

#### Job Summary:

This position serves as a technical expert and liaison between the department's faculty and staff, University facility personnel, and external stakeholders for the development and maintenance of laboratory facilities and equipment. This role is responsible for reviewing construction plans, coordinating equipment installation, conducting safety audits, and ensuring compliance with health and safety regulations. The role involves regular interaction with faculty, staff, and contractors to oversee lab modifications, manage safety protocols, and handle the proper disposal of materials. The coordinator also participates in safety committees and maintains up-to-date records of safety compliance and inspections.

#### Purpose and Key Functions:

- Serve as the department's technical expert liaison for faculty and staff between University facility staff, as well as external engineering and architectural firms.
- Consult with other post-secondary organizations and groups developing new laboratories and assist in the design and construction of these areas.
- Review architectural, electrical and mechanical drawings prior and during construction to ensure requirements are being met.
- Work closely with and review construction sites with Project Managers or General Contractors to ensure construction is proceeding according to drawings. Provide construction deficiency list prior to substantial completion.
- Modify and adapt labs as directed.
- Participate in discussions and contribute to decisions on what new equipment and instrumentation is brought into labs.
- Coordinate the execution of equipment services and renovation projects, including measuring space and sizing for new equipment, negotiating pricing with vendors, and making decisions on lay-out and design.
- Co-ordinate moving and dismantling of existing equipment and installation of new equipment.
- Conduct and organize safety reports for research labs and equipment.
- Conduct regular risk assessments to identify potential hazards; develop and implement risk mitigation strategies.
- Conduct regular lab safety audits as required.
- Ensure labs comply with health and safety regulations, and co-ordinate up-to-date records of safety compliance and inspections.
- Establish and monitor laboratory safety policies and procedures, and ensure lab users are aware of and adhere to safety protocols.
- Assist responses to accidents and incidents, and report incidents as required.
- Correspond with lab users to keep them informed about safety or maintenance updates and changes in regulations, policies, or procedures.

- Conduct regular safety audits and inspections to identify areas for improvement, and implement corrective actions based on findings.
  - Maintain bio-cabinet and fume hood functionality for multiple labs within the Faculty.
  - Establish priorities and ensure adherence to schedules.
  - Provides technical guidance and assistance concerning work methods and use of equipment.
  - Write a variety of documents such as standard operating procedures, safety protocols, and templates.
  - Consult with faculty and students for initial lab set-up for new research space and equipment.
  - Assemble and adjust laboratory equipment for experiments and procedures.
  - Calibrate and maintain scientific equipment and instruments in accordance with prescribed requirements.
  - Co-ordinate with appropriate technical staff and contractors as appropriate to arrange for minor or major repairs to laboratory equipment or room utilities.
  - Exchange technical information with others.
  - Through safety audits, hold laboratory users accountable for keeping laboratory facilities, equipment, and area in clean, safe working order.
  - Monitor supplies and order inventories required for routine laboratory maintenance.
  - Responsible for the proper storage of materials and the appropriate disposal of waste.
  - Input, maintain, and verify information in a variety of databases and spreadsheets.
  - Remain current with frequent changes in lab equipment, software,
- Supervision:
- Provide functional, practical guidance to others on an ongoing basis.
- Requirements:
- Bachelor's degree in a related field.
  - Requires 4 years of relevant experience.

For more information, visit McMaster University for SPECIAL PROJECTS & LAB SAFETY CO-ORDINATOR