

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**WORKPLACE SAFETY & HEALTH OFFICER****1. POSITION SUMMARY**

Under the general supervision of the Assistant Superintendent – Staff Services, the Workplace Safety & Health Officer is responsible for the administration, maintenance and enhancement of the Division’s Workplace Safety & Health program. This position supports all aspects of the program including hazard identification, upholding safe work procedures, developing, and delivering safety training, and leading divisional safety and health initiatives to site-based committees.

2. DUTIES**Workplace Safety & Health Program; Key Responsibilities**

- Promotes and educates the importance of safety and health.
- Develops and implements policy, procedural and manual creation of the divisional programs meet legislated requirements,
- Maintains a comprehensive Safe Work Procedures library.
- Documents safety data statistics or division; communicates and distributes safety information as required.
- Communicates all safety and health information within the Division.
- Assists during emergency evacuations and other emergency situations.

Training

- Organizes and Facilitates Health & Safety Professional Development (PD) days.
- Coordinates training for committee members and site representatives; develops and coordinates school first aid programs utilizing internal/external instructors for delivery of first aid, and the hearing conservation program, including hearing assessments; maintains appropriate records.

Committee Oversight

- Responsible for the establishment of, and monitors the performance of, the divisional and site Workplace Safety & Health committees.
- Co-chairs the Divisional Workplace Safety & Health Steering Committee.

Inspections

- Coordinates and assists site representatives in internal safety inspections of schools and facilities ensuring compliance with safety regulations and policies; recommends solutions to unresolved issues.
- Ensures all worksites identify and record hazardous material, schedules annual hazardous waste removal.

Incidents and Investigations

- Receives and investigates safety and health complaints/concerns and coordinates resolutions.
- Reviews all workplace incident/injury reports; responsible for reporting serious workplace incidents to the Workplace Safety and Health Branch (WSH)
- Participates in post- accident investigations; responds, evaluates, reports, and provides assessments/recommendations as required' follows up to ensure compliance with recommendations.

General

- Keeps updated on trends, best practices and changing legislation as relevant to the role.
- Liaises with provincial Workplace Safety & Health Department, Manitoba School Board Association (MSBA), other school division safety officers and provincial and municipal authorities.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- A Certificate/Diploma in Occupational Safety and Health or has successfully written Canadian Registered Safety Professional (CRSP) exam.
- 5 years related experience in providing progressive workplace safety and health and administrative services, preferably within a unionized environment.
- Knowledge and understanding of Workplace Safety and Health Legislation and requirements.
- Familiarity with provincial health and safety legislation, the Transportation of Dangerous Good Act, the workers Compensation Act, the Canadian Labour Code- Part II

- First Aid/CPR certification
- Criminal Record Check and cleared Child Abuse Registry Check is required.
- Must hold a valid Class 5 Driver's licence, with reliable transportation.
- Use of computers and other pieces of office equipment.

4. **WORKING CONDITIONS**

- Exposure to noise and frequent interruptions with conflicting demands
- Exposure to continually fluctuating outdoor temperatures and weather conditions.