

TITLE: OCCUPATIONAL SAFETY & WELLNESS OFFICER
SECTION: Human Resources
REPORTS TO: Manager of Occupational Safety & Wellness

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SUMMARY

Under the direction of the Manager of Occupational Safety & Wellness, performs duties and takes appropriate action pertaining to the Safety & Wellness Programs and employees of the District..

DUTIES

1. Assist with the implementation and ongoing administration of the District's occupational health and safety program.
 2. Promote health and safety awareness among all employees with a focus on injury prevention.
 3. Support workplace Joint Occupational Health and Safety Committees as required.
 4. Investigate and report on workplace injuries and incidents, including recommendation to prevent reoccurrence.
 5. Investigate workplace hazard reports and safety concerns.
 6. Develop safe work procedures, safety reports, and maintain appropriate records.
 7. Compile safety statistics for hazard identification and monitoring.
 8. Inspect work sites throughout the school district, make recommendations to improve safety and health standards, and undertake appropriate action where unsafe conditions have been identified or recommended by the Central Health and Safety Committee.
 9. Develop courses, prepare materials, coordinate and provide safety training and orientation to employees using a variety of media.
 10. Conduct ergonomic assessments and promote the application of human factors.
 11. Coordinate Safety and Wellness events such as emergency drills, flu clinics, and NAOSH week.
 12. Conduct site Inspections of asbestos condition, air quality and sound levels.
 13. Coordination of WHMIS, hazardous materials and hazardous waste.
 14. Interpret the Workers' Compensation Act and Regulation and make recommendations to achieve and maintain compliance.
 15. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
 - Successful completion of an Occupational Health and Safety Program from an accredited institute and a minimum of five years related experience or an equivalent combination of education and experience.
 - Extensive knowledge of the Workers' Compensation Board Act and Regulations, WHMIS and other relevant legislation.
 - Excellent organizational, interpersonal and communication skills.
 - Skills or experience to plan and deliver safety training programs.
 - Valid WCB Occupational First Aid Level 2 certificate.
 - Valid BC Class 5 Driver's License.
 - Ability to work with minimal supervision.
 - Ability to maintain the confidentiality of sensitive information seen or heard.
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JE: August 1990

1992.01.31/1992.04.01/1994.12.01/1996.01.31/1997.05.12 / 2003.03.20/2013.12.18

Nanaimo Ladysmith Public Schools