



Safety Officer

Administrative Procedure 2.B.250

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: January 2011

Date Amended: March 2012, October 2015, December 2018

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The Safety Officer will design, develop, and implement a comprehensive Safety Health, and Risk Management Program for the Evergreen School Division. The Safety Officer will report to the Secretary Treasurer.

RESPONSIBILITIES AND DUTIES

1. Be actively involved with the Workplace Safety and Health Committee, including, but not limited to:
 - Attend WPSH Central / Board Committee meetings; keep and maintain record of WPHS meeting minutes.
 - Review minutes from site inspections and address concerns with the appropriate department supervisor. This may include site visitations and investigating all WPSH concerns.
 - Provide training for WPSH committee members, including site representatives, on their roles and responsibilities.
 - Provide training for all division employees on the individual employee's responsibilities to ensure a safe workplace, as well as the WPSH Site Committee and Central Committee's roles and responsibilities.
2. Review all accident reports occurring within the division and investigate those resulting in injury. Complete and submit required documentation and make recommendations accordingly.

3. As requested and appropriate, participate in return to work planning to ensure safety.
4. Complete quarterly inspections of each facility in the division.
5. Oversee the daily, and weekly playground inspections. Attend, on a rotational basis, the monthly playground inspection for each school in the division and perform the annual playground inspection of each playground to ensure playgrounds are safe for children and conform to CSA standards as applicable. Compile an annual report to summarizing these findings.
6. Maintain and update Job Hazard Analysis (JHA) and Safe Work Procedures (SWP) for each facility in the division. This will include a comprehensive JHA and SWP library (electronic or printed).
7. Provide training for all employees in job hazards and safe work procedures applicable to their employee group, as well as how to use the JHA and SWP library.
8. Ensuring employee compliance of safe work procedures with the division's policy as well as all current applicable legislation.
9. Coordinate and manage WHMIS and MSDS for all facilities in the division in accordance with current legislation, including but not limited to:
 - Ensuring all MSDS sheets are current and accessible, updating as required.
 - Providing WHMIS training to existing employees, as well as all new employees.
10. Liaise with provincial WPSH regulatory bodies and MSBA, as well as keeping knowledgeable and current of any new legislative changes and practices.
11. Participate in annual staff in-servicing as required for each employee group in the division.
12. Review and update all relevant policies and procedures, including Emergency Preparedness Plans and manuals.
13. Perform administrative tasks and ensure record keeping / documentation is complete.
14. Ensure water quality testing occurs in compliance with provincial guidelines, and ensure remediation occurs if required.
15. Perform other related duties as may be assigned.

SKILLS / QUALIFICATIONS

- Superior written and verbal communication skills.
- The ability to develop a good rapport and strong working relationships with employees at all levels in the division as well as external agencies.
- Superior organizational skills which allow for the management of multiple tasks.
- Computer experience and administrative ability in maintaining accurate records, including knowledge of MS Office.
- Must be physically able to perform the duties as assigned.
- Must have and maintain a valid Manitoba driver's licence.

EMPLOYMENT REQUIREMENTS

- Post secondary diploma or degree specializing in Health and Safety related discipline.
- Possess or be willing to achieve certification in Occupational Health and Safety in a reasonable time frame.
- Two years experience in similar position.
- Knowledge and understanding of the Workplace Safety and Health Act, and all other relevant legislation, as well as knowledge of recognized safe work practices and procedures.
- Several years experience in disability management, Job Hazard Analysis, accident investigation, workplace assessments, WHMIS implementation and the development and delivery of educational training for employees.