



Safety Officer

Administrative Procedure 2.B.180

2.0 Human Resources
2.B. Position Descriptions

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, December 2024

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 Evergreen School Division. The Safety Officer will report to the Buildings Supervisor.

RESPONSIBILITIES AND DUTIES

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

3. Ensuring employee compliance of safe work procedures with the division's policy as well as all current applicable legislation.
4. Oversee return to work planning to ensure safety.
5. Respond to Workers Compensation claims.
6. Complete the required inspections of each facility in the division.
 - a. 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 and compile an annual report to summarize findings.
 - b. Administer the following: Water Quality Testing, Radon Testing, Air Testing, Menstrual program, Respiratory fittings, Hearing Tests, Fume inspections
7. Maintain, update and store Job Hazard Analysis (JHA) and Safe Work Procedures (SWP) for each facility in the division. Provide training as required to 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. Coordinate and manage WHMIS and SDS for all facilities in the division in accordance with current legislation, including but not limited to:
 - a. Ensuring all SDS sheets are current and accessible, updating as required.
 - b. Providing WHMIS training to existing employees, as well as all new employees.
9. Liaise with provincial WS&H regulatory bodies and MSBA, as well as keeping knowledgeable and current of any new legislative changes and practices.
10. Participate in staff meetings to provide educational seminars as required.
11. Review and update all relevant policies and procedures, including Emergency Preparedness Plans and manuals.

SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Problem solving and decision-making aptitude.
- Strong ethics and reliability.
- Strong computer skills and experience working with accounting software applications, Word, and Excel.
- Must be physically able to perform the duties as assigned.

- Must have and maintain a valid Manitoba driver's license.

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 (2) 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