



### **Health & Safety Officer**

<b>POSITION TITLE:</b>	Health & Safety Officer
<b>REPORTS TO:</b>	Manager of Corporate Services
<b>REVISION DATE:</b>	November 2018
<b>WAGE BAND:</b>	CUPE Local 812 Wage Band 251-280
<b>STATUS:</b>	Permanent Full-Time

#### **Position Summary**

The Health & Safety Officer functions as a specialist advisor to municipal departments in occupational health and safety legislation and industry best practices. The Officer coordinates the development, delivery and creation of the health and safety program including the preparation of strong reports, incident investigations, hazard identifications, safe work procedures, policies and manuals.

#### **Key Duties and Responsibilities**

1. Advises, develops, maintains and assists with implementation of the health and safety program including safe work practices and procedures, hazard identifications, policies, and manuals throughout municipal departments.
2. Participates in regular workplace inspections, investigations and annual Alberta Municipal Health and Safety Association (AMHSA) audits.
3. Meets with staff at various facilities to assist and conduct daily tool box meetings and field level hazard assessments and other required forms.
4. Investigates and maintains records of workplace accidents, incidents, new concerns, hazards and near-misses; recommends or initiates corrective action as required.
5. Coordinates and presents at all staff Health and Safety Meetings and assists with their preparation including the agenda, arranging for presenters, videos, and other documentation as required.
6. Assists with preparation of documentation and conducts research for the Joint Occupational Health and Safety Committee and participates in meetings as an advisor to the Committee.
7. Reviews safety legislation, policies and procedures; monitors legislative and regulatory changes and initiates changes in workplace practices accordingly.
8. Conducts health and safety orientation for new and transferred employees and contractors.

## **Job Description – Health & Safety Officer**

9. Assists the Manager of Corporate Services with WCB program compliance including reporting following incidents, and the administration of the Municipality's Return to Work program. Assists with ensuring the legislative and contractual requirements are met.
10. Assists with the coordination and facilitation of health and safety training needs for all employees.
11. Performs duties and participates in projects on an ad hoc basis that support the operation of the health and safety program.

### **Knowledge, Abilities and Skills**

- Knowledge of Alberta occupational health and safety legislation is required.
- Knowledge of risk management and insurance requirements to mitigate property damage and associated expenses.
- Understanding of Municipal operations and services to conduct investigations and make recommendations.
- Strong report writing, communication and documentation skills are required.
- Effective public speaking skills in front of large groups is required.
- Ability to operate office-related equipment and computer software including Microsoft Office Suite is required.
- Skill in analysing and investigating incidents and accidents is required.
- Ability to communicate effectively in both oral and written forms.
- Knowledge of municipal operations, work practices and procedures would be an asset.

### **Education and Experience**

This position requires the following minimum qualifications:

- A high school diploma supplemented with an Occupational Health and Safety Certificate;
- Three years of experience where the scope of work was 80% or more dedicated to Health and Safety;
- CRSP (Canadian Registered Safety Professional) designation or significant progress towards obtaining it;
- Must hold or be able to obtain the Alberta Municipal Health and Safety Association (AMHSA) peer auditor certification;
- Must hold or be willing to obtain valid First-Aid/CPR certificate.

### **Independence and Scope of Impact**

Decisions and problems regarding health and safety are varied and require the incumbent to use some judgement and discretion within policies and manuals, industry codes and legislation. Supervision can be consulted and is required in cases where several options or purchasing occurs.

## **Job Description – Health & Safety Officer**

The incumbent's decisions affect the success of the program, personal safety, and the image of the Department.

### **Contacts**

Internal – Regular contacts are maintained with all municipal employees and involve exchanging information, explaining, teaching and interpreting policies, forms, regulations, and legislation.

External – Regular contacts are maintained with the public, OH&S, and the RCMP and involve the exchange of information. Contacts are also maintained with contractors who are performing municipal work and involve exchanging information, explaining and interpreting required forms, policies, regulations, and legislation.

### **Supervision Given**

The incumbent has a specialist advisory responsibility and is required to regularly instruct and guide others to ensure that the work is performed safely but is not directly responsible for the supervision of others.

### **Working Conditions**

The work is performed both in and out-of-doors. Office work involves the regular use (daily) of computers for up to an hour per occasion. Outdoor work involves walking and occasional exposure to dust, dirt, fumes, heat, cold, noise and inclement weather.