



## Health & Safety Officer

**Position:** This position is a term position which currently expires June 30, 2021. There is a possibility the position will be extended depending on our work environment in the upcoming year.

### POSITION SUMMARY

As Health & Safety Officer, you will be one of three Health & Safety Officers who work as part of a dynamic team by providing technical expertise, support and advice on occupational health, safety and claims management servicing 11,500 employees including teachers, support staff, administrators, exempt and executives. We do this by developing programs, policies, procedures and supporting documents, and providing education and training opportunities for employees on how to implement these programs at their sites. We also provide support services to help ensure the health and safety of our employees, students, contractors, and visitors.

As one of three officers, your portfolio includes a balanced combination of these programs:

- Asbestos Management
- Communicable Disease, including COVID-19 and Hepatitis B
- Confined Space
- Coordination of Contractors
- Discrimination, Bullying & Harassment
- Ergonomics
- Fall Protection
- First Aid
- Risk Assessment and Control
- Indoor Air Quality (IAQ)
- Inspections
- Lockout
- Stay at Work/Early Return to Work
- Workplace Violence
- Workplace Injury and Investigation

## **EDUCATION AND EXPERIENCE**

- Diploma or degree in Occupational Health & Safety
- Three or more years in a recent Health & Safety role
- CRSP, ROHT, CIH or similar designation is an asset
- Certified Internal COR Auditor with BCMSA or willingness to attain.
- Current COR auditing experience is an asset
- Current claims management experience including stay at work/recover at work programs and claim appeals
- Experience designing and delivering training modules in person and online

## **PERSONAL SKILL SET**

- You have a healthy sense of humour and you bring enthusiasm for health and safety promotion.
- You have efficient written and verbal communication skills and you enjoy working collaboratively with other people to reach common goals.
- You have an ability to provide high level H&S advice across various levels of an organization.
- You value relationships, you are personable and you offer a flexible approach to problem solving.
- You are very self-organized and you can work within tight and often competing deadlines.

This position is excluded from the union and offers an excellent salary and benefits package. Interested and qualified applicants should apply on <https://bit.ly/2Gv4CwR> ensuring to upload resume, cover letter and references, along with relevant educational certificates by **4:00 pm Friday October 16, 2020.**

**Note:** The successful applicant will be required to consent to a Criminal Record Search prior to employment. Only applicants selected for interviews will be contacted. To all others, thank you.