



POSITION DESCRIPTION

POSITION TITLE: Occupational Safety and Health Officer
DEPARTMENT: Human Resources

CLASSIFICATION: Occupational Safety and Health
APPROVED BY: Regional Lead – Human Resources

UNION: Out of Scope
DATE APPROVED: July 6, 2023

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager - Occupational Safety & Health

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Manager of Occupational Safety & Health, the Occupational Safety and Health Officer is a resource for health and safety consultation and responsible for the overall coordination of workplace activities associated with Southern Health-Santé Sud's Workplace Safety and Health program. This includes the integration of safe work procedures, developing and delivering relevant training, hazard identification, and leading safety and health initiatives. The incumbent will also support Workplace Safety and Health committees, investigations/inspections, liaise with internal and external stakeholders like Human Resources, Management, Union, contractors, safety and health organizations, and regulatory bodies.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Identifies and develops guidelines for compliance with Safety and Health legislation and regulations.
- Develops and updates comprehensive regional safety policies and procedures.
- Provides workplace safety assessments to reduce injury/WCB claims/time loss claims.

- Promotes awareness and provides on-going education related to fire safety, WHMIS and various components of the workplace safety and health program.
- Works with various workplace safety and health committees and monitors the effectiveness of the WS&H program.
- Investigates workplace safety and health related incidents, determines solutions and provides recommendations to avoiding future incidents.
- Maintains an up to date MSDS library.
- Advises and guides the various departments/programs toward achieving compliance with safety and health regulations, codes and practices within their services delivery activities and working environments.
- Guides, coordinates and conducts safety inspections audits to ensure compliance with safety and health regulations/ infection control standards and provides reporting and recommends corrective action to the facility/program and/or specific WS&H committees.
- Facilitates the implementation and development of incident prevention and safety education, training, and awareness programs where appropriate.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post-Secondary Education in the area of Human Resources, Occupational Health and Safety, or related disciplines. An equivalent combination of education and experience may be considered.
- Registration as a Canadian Registered Safety Professional (CRSP) or similar designation an asset.

KNOWLEDGE REQUIRED:

- Thorough knowledge and understanding of Employer Workplace Safety and Health obligations.
- Thorough knowledge and understanding of relevant provincial statutes and regulations.

EXPERIENCE REQUIRED:

- Several years experience in Human Resources, preferably within health care and/or unionized environment.

- Experience with job hazard analysis, accident investigation, workplace assessments, and WHMIS.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to multi task and function independently.
 - Demonstrated effective collaboration, with the ability to produce results as part of a team.
 - Demonstrated effective communication and interpersonal skills.
 - Demonstrated ability to problem-solve in complex situations.
 - Demonstrated ability to maintain positive working relationships and function effectively in a team setting.
 - Demonstrated ability to understand and adhere to the organization's values and standards of ethical behavior.
 - Demonstrated initiative, self-motivation and flexibility.
 - Excellent organizational and time management skills.
 - Proficiency with computerized information systems and Microsoft applications.
 - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
 - Demonstrated ability to meet the physical and mental demands of the job.
 - Good work and attendance record.
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
 - All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
 - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per Out of Scope salary scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.