



School District No. 67 (Okanagan Skaha)

Posting 20-02 Job Opportunity

Temporary Employee Health Safety and Wellness Officer

The Okanagan- Skaha School District invites applications for the position of Temporary Employee Health Safety and Wellness Officer effective January 15, 2021 (or a mutually agreeable date) to June 30, 2021 or the return of the incumbent.

Reporting to the Director of Facilities, this position will implement and manage comprehensive health safety and wellness programs across the District, ensuring a healthy and safe work environment for employees. The position will act as a resource for a variety of health, safety and wellness matters throughout the District.

Duties and Responsibilities:

- 1) To advise and assist senior management and other persons involved in planning, controlling and maintaining a healthy and safe work environment.
- 2) Develop and maintain a clear understanding of the District's objectives and overall strategies in order to effectively plan, prioritize and integrate health, safety and wellness resources across the District.
- 3) Conduct risk assessments and analyses work environments, designing programs to control, eliminate and prevent injury or disease.
- 4) Review and update occupational health and safety procedures and school safety response plans to support compliance with regulatory requirements.
- 5) Works with Worksite Health and Safety Committees as the employer's representative to develop and implement an integrated program to promote an awareness of safety in the workplace.
- 6) Arrange for occupational health and safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.
- 7) Acts in the capacity of the employer's representative in connection with worksite inspections and responses to WorkSafeBC inspection reports and orders.
- 8) Helps to plan and coordinate the District's emergency and pandemic procedures.
- 9) Liaise with a variety of district staff, legislative organizations, Health Boards and other outside agencies as necessary.
- 10) Assist with the health and safety orientation of new/returning employees.
- 11) Act as district representative on the District Wellness Committee.
- 12) Act as a resource to all District staff to ensure the District Health and Safety policies, procedures, Workers Compensation Act and Occupational Health and Safety Regulations are followed.
- 13) Establish and maintain a claims management system that ensures immediate and appropriate accident and incident reporting and investigations, ongoing health and safety inspections and risk assessments.
- 14) Develop marketing campaigns to promote a health and safety and healthy lifestyle and participation in fitness and wellness programs.

- 15) Ability to develop and deliver educational workshops and seminars related to health, safety and wellness to a variety of District staff.
- 16) Organize and oversee health clinics, such as influenza immunizations for staff.
- 17) Provide EFAP information to staff and ensure information on staff intranet is maintained.
- 18) This position will perform other related duties as required.

Qualifications:

- 1) Degree or diploma specializing in Health and Safety.
- 2) 3 to 5 years directly related experience in the field of health and safety, preferably in a public sector unionized environment.
- 3) Canadian Registered Safety Professional (CRSP) designation preferred. (or equivalent)
- 4) Considerable knowledge of the legislation and regulations pertaining to health and safety in the workplace.
- 5) Considerable knowledge of work site inspection and accident prevention techniques, and of health and safety hazards for a wide variety of trade, labour, technical, teaching and office operations, combined with the ability to carry out inspections of work sites and to decide appropriate action in unsafe or emergency situations.
- 6) Ability to investigate accidents or unsafe conditions and to accurately identify causes, sources and appropriate remedies.
- 7) Excellent computer skills.(Microsoft Word, Excel, Access and Power Point)
- 8) Ability to communicate effectively, both orally and in writing.
- 9) Ability to establish and maintain effective working relationships with a wide variety of staff, outside agencies and community contacts.
- 10) Ability to plan, develop, and implement a comprehensive safety and health program to ensure compliance with WorkSafeBC and other regulations.
- 11) Proven decision making and problem solving skills.
- 12) Strong ability to multi-task, influence, negotiate and resolve conflict.
- 13) Ability to perform functions of the position with minimal supervision.
- 14) Valid BC Driver's License.

Applications: Please apply at <https://bit.ly/2VzcCRY>.

Applicants can contact Mr. Jason Corday, Assistant Superintendent at (250) 770-7700, local 6496 or by e-mail at jcorday@sd67.bc.ca

Deadline for applications: 12:00 Noon (PST), **December 16, 2020**

NOTE: ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED