

## Health & Safety Officer

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The *q'ícá'y'* - Katzie, the *q'wa:rił'əń* - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 82,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

### **Our Commitment:**

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

### **Diversity, Equity, and Inclusion & Values:**

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

### **Job Summary**

Reporting to the Manager, Employee Health and Safety - Prevention, the Health & Safety Officer will support the work of the division and advance organizational health and safety through expertise and collaboration. This role develops and implements health and safety initiatives for the school district, works collaboratively and independently with a team of fellow Health and Safety Officers, to improve occupational health and safety programs and processes, and compliance with regulations.

As Health & Safety Officer, you will be one of three Health & Safety Officers who work as part of a dynamic team within the Employee Health and Safety Department. You will provide technical expertise, support and advice on occupational health and safety throughout our districts 13,000 employees including teachers, support staff, administrators, exempt and executives. We do this by developing programs, policies, procedures and supporting documents, and providing tools to support the implementation of these programs at all our

schools and District sites to help ensure the health and safety of our employees, students, contractors, and visitors.

## **Responsibilities**

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

- Asbestos Management
- Certificate of Recognition (COR) Audit
- Communicable Disease
- Confined Space
- Coordination of Contractors
- Discrimination, Bullying & Harassment
- Ergonomics
- Fall Protection
- First Aid
- Indoor Air Quality (IAQ)
- Inspections
- Lockout
- Risk Assessment and Control
- WHMIS
- Workplace Violence
- Workplace Injury and Investigation

## **QUALIFICATIONS**

### **Education & Experience**

Candidates ideally have work experience in a similar work environment including education, health care, municipal or other public service industries.

- 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
- Experience designing and delivering training modules in person and online
- Certified Internal COR Auditor with BCMSA or willingness to attain
- Current COR auditing experience is an asset

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

- You have a healthy sense of humor and you bring enthusiasm for health and safety promotion
- Strong interpersonal, verbal and written communication skills with the ability to communicate and build trust with a variety of partners
- Commitment to inclusion and belonging and building a caring and respectful workplace
- Creative problem-solving abilities and innovative thinking
- Acts with accountability, responsibility and transparency in the use of public funds
- Proficiency using MS Office (Word, Excel, PowerPoint, Outlook)
- Ability to exercise tact and discretion and maintain a calm, courteous approach to sensitive interpersonal situations
- Ability to work under pressure in a high volume work environment and manage competing priorities and demands

LEADERSHIP IN LEARNING

- Commitment to continuous improvement.

### **What we're offering**

- Comprehensive Benefits Package
  - Extended Medical, Vision and Dental
  - Life Insurance, Short-Term and Long-Term Disability
  - Employee Family Assistance Program
  - Municipal Pension
- 13 Paid Holidays, plus Sick & Vacation Time
- Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

The salary range for this position is \$90,291 to \$112,864 per year with comprehensive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons. The midpoint of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position.

**Qualified applicants can apply by clicking the "apply" button to the right of the posting. The closing date for this position is March 21, 2025 at 4:00pm.**

**Note:** Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.