

G.V.R.D.

TITLE: Occupational Health & Safety Co-ordinator

POSITION DESCRIPTION

NO: 491 **Date:** August 10, 1993 (Revised)

PURPOSE OF POSITION:

Reporting directly to senior management, administers and directs departmental health and safety programs and enforces safety regulations for one or more departments in the Regional District.

DUTIES:

Identifies the need for, co-ordinates, develops and/or conducts safety programs and related training, safety meetings and seminars. Prepares budgets for and assists in monitoring costs associated with the safety programs.

Co-ordinates and liaises with Corporate Safety and Security Supervisor to ensure Departmental safety programs are in accordance with Corporate Safety Policy and Regulations.

Maintains liaison with the WCB and other government agencies; represents the department on internal safety committees; provides interpretation, information, advice and assistance on safety matters.

Conducts regular safety inspections and takes corrective action; tests safety equipment and ensures necessary repairs are made. Investigates accidents and prepares reports and related recommendations; takes appropriate action when safety regulations are not being adhered to.

Prepares and maintains a variety of policy manuals, inventory lists, records, reports, instructional and training material and related data. May provide direction to other staff or more junior safety officers on safety practices.

Performs related work as required.

REQUIREMENTS:

Completion of Grade 12 supplemented by safety, training and operational courses related to the work performed plus considerable related instructional experience; OR an equivalent combination of training and experience. Certificate in Occupational Hygiene and Safety preferable.

Valid Industrial First Aid Certificate required.

Thorough knowledge of the methods, techniques, practices, rules and regulations applicable to the safe and efficient operation of a large variety of vehicles, equipment, tools and machinery used by the GVRD work force. Particular knowledge of confined space entry and rescue techniques, lockout protection and shoring procedures is required.

Considerable knowledge of Workers' Compensation Board regulations and of other legislative requirements applicable to the operations of the work force.

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- 2 -

REQUIREMENTS:

Sound knowledge of the methods, practices, techniques, tools and aids used in safety training programs.

Demonstrated presentation skills, preferably related to safety training.

Ability to conduct field inspections and identify health and safety hazards.

Ability to perform all duties with minimal supervision.

Ability to establish and maintain effective working relationships with internal and external contacts, and to communicate effectively orally and in writing.

Ability to prepare and maintain reports and records related to the work.

Valid B.C. Driver's License.