

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Health and Safety Assistant

SUMMARY

Under the direction of the Manager of Operations/Health and Safety, provides a wide variety of clerical and administrative services in Facilities and the District Health and Safety Program. This position also provides occasional relief and assistance to the Facilities/Transportation department. The incumbent must maintain a high level of confidentiality in the performance of all duties.

DUTIES

- Coordinates WorkSafe BC (WSBC) claims processing and reporting by providing appropriate documents and information to the district's third party claims manager and liaising about issues related to claims, early return-to-work programs, benefit payments and other requirements of WSBC and its OHS Regulations. Submits required Incident Investigation Reports to WSBC Prevention Department to meet legislated deadlines.
- Liaises with supervisors, injured workers, SD23 Claims Dept., and WSBC claims managers regarding safe return-to-work plans for injured employees. Arranges WSBC job-site visits, functional demand analysis, etc.
- Liaises with school administrators and other staff to ensure accuracy and completeness of WSBC reporting requirements, including Incident Investigation Reports, First Aid Records, requirements for early return-to-work-programs and other health and safety matters.
- Attends site-based JOHSC meetings and provides advice and recommendations for efficient operations.
- Attends school district sites to complete WHIMIS inspections.
- Delivers and picks-up personal protective equipment at worksites.
- Manages extensive and accurate databases to track all workplace incidents; monitor claim status, gradual return-to-work schedules and payment of benefits; reviews and resolves discrepancies on WSBC Claims Cost Reports.
- Liaises with Payroll Department regarding WorkSafe BC absences and gradual return-to-work schedules to facilitate correct payroll processing, WSBC wage rates and accurate WSBC Vocational Rehabilitation reporting. Enters WSBC related absences or advises Absence Management System (AMS) Users regarding adjustments/ corrections.
- Tracks a wide variety of safety data and prepares reports, charts and statistics for the District Health and Safety Committee, participates in meetings to deliver injury claim, workplace incident, site inspection, emergency drill and related health and safety updates. Organizes regular meetings by scheduling meeting dates, preparing agendas, recording and distributing minutes.
- Develops and maintains content for the Health and Safety webpage by providing health, safety and wellness information for district employees including relevant web-links, photos, videos, up-to-date forms and procedures.
- Designs and prepares brochures, posters, presentations and promotional material for Health and Safety Programs and campaigns including EFAP, Return to Work Program, safety weeks, etc. Revises and republishes forms and procedures in accordance with changing requirements.

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- Researches program and training providers for OHS requirements and Health and Wellness initiatives aimed at reducing workplace injuries or promoting wellness, supports implementation of new initiatives as required.
- Schedules hazardous material safety initiatives including annual Hazardous Waste removal, annual MSDS inventory and updates, WHMIS/GHS training and other requirements.
- Arranges and schedules annual safety training including Occupational First Aid Attendant training, annual Joint Health & Safety Committee training, Incident Investigation training, etc. Monitors OFA certificate expiration and prepares related pay allowance authorizations, records certification records.
- Schedules, arranges and monitors new employee Health & Safety training including enrollment, obtaining certifications/declarations, resolving issues.
- Coordinates and implements the District's annual employee fitness program campaign including communication to employees, purchase of passes, employer registration and balancing, payroll-deduction setup, and liaison with the recreation facility to resolve issues.
- Organizes other annual health initiatives by coordinating outside agencies to provide services such as WSBC required hearing tests, flu clinics, etc.
- Monitors OHS equipment inventory by labeling equipment, maintaining inventory database, tracking loans, delivering and collecting equipment, organizing repairs and ensuring required forms are on file.
- Prepares a variety of reports, forms and correspondence for school administrators and district managers, including annual start-up package, emergency preparedness guidelines, etc.
- Researches and provides information for WSBC Hearing Loss claims for both active and terminated employees.
- Processes invoices and employee reimbursements for medical documentation, first aid training, online OHS training, and other health and safety services. Reviews general ledger and reconciles account balances as required.
- Receives, answers, screens and/or refers occupational health and safety inquiries related to District policies, the District Health and Safety Program and WSBC OHS regulations and requirements.
- Maintains filing systems for confidential employee records, legal documents as per WSBC OHS regulation and WSBC Orders.
- Works cooperatively with all other members of Facilities, assisting as necessary to ensure balanced workloads.
- Participates in initiatives to improve departmental systems, processes, procedures and work flow.

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- At least four years of recent and related experience working in the field of Occupational Health and Safety, including experience as an active member of a workplace health and safety committee.
- Working knowledge of accounting systems
- Minimum two-year diploma in Occupational Health and Safety
- OFA Level 1 Certificate
- Good working knowledge of the Workers Compensation Act, Guidelines and Regulations and requirements

- Good working knowledge of labour relations as related to OHS issues
- Strong organizational, interpersonal and problem solving and time management skills
- Strong verbal and written communication skills
- Advanced working knowledge of desktop publishing
- Advanced knowledge of spreadsheet and word processing products
- Minimum word processing speed 50 W.P.M.
- Demonstrated ability to compose effective business correspondence
- Demonstrated ability to work independently; taking initiative and discretion in determining priorities
- Valid BC Class 5 Driver's License

** Or equivalent combination of training and experience.*

DATE

February 2021
February 2020
November 2016