



## POSITION DESCRIPTION

Position Title: Health & Safety Officer

Division:

Facilities

Classification: Excluded Grade 6

Supervisor's Title:

Director, Facilities

### POSITION SUMMARY

The Health & Safety Officer plays an integral role in maintaining a safe and healthy environment across all Assiniboine College campuses and locations. Reporting to the Director of Facilities, the Health & Safety Officer is responsible for creating, implementing, and managing comprehensive health and safety programs and protocols and ensures compliance with legal and regulatory requirements.

This role involves close collaboration with various internal and external stakeholders, including college leadership, staff, students, and local emergency response teams. The Health & Safety Officer is tasked with developing and maintaining relationships that support a robust safety culture. They provide expert guidance on health and safety matters, coordinate/lead incident investigations, and oversee the management of the departmental budget. The Health & Safety Officer promotes health and safety awareness through training and workshops, manages documentation, and stays current on evolving health and safety regulations and industry practices.

Additionally, the Health & Safety Officer serves as an active member of the Emergency Response Team, providing leadership during campus emergencies. This role requires strong communication, analytical, and problem-solving skills, along with the ability to work effectively under pressure and respond to evolving health and safety needs.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### Primary:

- Manages the day-to-day operations of Health and Safety.
- Develops, implements, and evaluates strategies, policies, procedures, codes of practices, and programs/services. This includes monitoring and analyzing the progress of programs and services, ensuring appropriate response to the evolving needs of the College, increasing effectiveness and efficiencies.
- Oversees all incident investigations and ensures that all documentation is submitted to the Manitoba Workplace Safety and Health Division and Workplace Safety and Health Committees.
- Oversees all Workers' Compensation Board (WCB) claims, documentation and investigations (when necessary). Will liaise with Human Resources on matters related to workplace injuries.
- Manages the administration of department contracts and ensures compliance with federal and provincial regulatory bodies.
- Develops, implements, and evaluates the comprehensive Health and Safety programs to ensure legal and regulatory requirements are met and are in alignment with the overall College's mission, vision and strategic plan.

## RESPONSIBILITIES AND ACCOUNTABILITIES

- Participates in the development of the Safety Management System and ensures current Provincial, and College guidelines are being followed.
- Participates as a member of the Emergency Response Team and provides direction of campus flow during an evacuation.
- Oversees emergency safety planning and will liaise/coordinate with Human Resources and/or other departments as necessary.
- Develops and monitors the operating budgets within the department, collaborating with the Director, Facilities, to ensure that the department has the necessary resources to perform their duties in a safe and effective manner.
- Participates and provides Health & Safety guidance and advice to Workplace Safety and Health Committees, the Senior Leadership Team and Executive.
- Responsible for creating and managing Health & Safety documents including policies, Safe Work Procedures (SWP's) and metrics.
- Coordinates with other departments to ensure Health & Safety supplies are ordered in a timely and cost-effective manner.
- Works with and develops partnerships with local responders, to understand how they will respond to incidents and develop procedures for security assistance. Collaborates with and co-delivers training and education workshops to the College community.
- Conducts ergonomics assessments and provides feedback on findings.
- Will be the first point of contact in case of Health and Safety concerns.
- Other duties as assigned.

## KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised      0

Staff Positions Indirectly Supervised      0

Other Key Relationships:

Internal and external customers of the college including students.

May supervise contracted individuals, casual/summer students, or employees (as determined by the College).

## KNOWLEDGE, SKILLS, ABILITIES, OTHER

### Knowledge:

- Relevant post-secondary education with experience in a Health and Safety role or an equivalent combination of education and experience may be considered.
- CRSP (Canadian Registered Safety Professional) or CHSC (Certified Health and Safety Consultant) designations are preferred. Other professional safety designations may be considered.
- Strong understanding of Workplace Safety and Health (WSH) regulatory requirements at provincial and federal levels.
- Familiarity with Occupational Safety and Health Management, Worker's Compensation Act, and relevant regulatory bodies.
- Proficiency in Microsoft Office (i.e. Word, Excel, Outlook).
- Familiarity of WSH software and its applications

**KNOWLEDGE, SKILLS, ABILITIES, OTHER****Skills**

- Excellent verbal communication, presentation and customer service skills required to interact effectively with stakeholders.
- Strong relationship-building abilities to foster trust and collaboration among internal and external stakeholders.
- Strong active listening, analytical, problem-solving and critical thinking skills to assess and address complex health and safety issues.
- Effective organizational and time management skills to handle multiple priorities and demands.

**OTHER COMMENTS**

- Error or neglect could result in health/safety hazards or interruption of college services.
- Physically capable of performing all position responsibilities and able to lift 50 pounds.

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Employee's Signature

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Date

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Supervisor's Signature

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Date