
Coordinator, Health and Safety

General Statement

The Health and Safety Coordinator works closely with and reports to the Associate Director, Capital Planning and Operations and is responsible for providing the district with information and processes to ensure compliance with WorkSafeBC legislation, claims management resolution, and advising on workplace hazards that may affect staff, students, and the public.

Key responsibilities include consultation with school personnel, administrators, consultants and health care professionals regarding incident management, claims management and the implementation of the district Health and Safety Program.

Key Responsibilities

Claims Management

- Liaise with staff, administration, and claims consultants to ensure an effective transition back to work following injury
- Demonstrate knowledge of claims management processes, and provide guidance to staff regarding the process
- Provide accurate and timely data regarding wage loss and employee payments in conjunction with finance and HR staff
- Analyze and develop return to work plans based off positional job demands analysis in conjunction with management
- Ensure the requirements of Bill 41 duty to cooperate are communicated to employees during the claim's management process
- Participate in jobsite visits with occupational therapists/physiotherapists designated through WorkSafeBC

Training and Education

- Provides safety focused training required to meet WorkSafeBC legislation requirements, in particular to the facilities department (e.g. Forklift, Lift Truck, AWP)
- Develops training components in conjunction with manager to enhance in house learning opportunities and provide a public education focus for staff
- Manages training database and provides reminders to staff and supervisors when additional training may be required

Incident Investigation

- Oversees incident database to ensure all information is collected and analyzed to meet WorkSafeBC legislation
- Provides supervisors with guidance on incident investigation techniques
- With support from manager, investigates complex incidents that require immediate action and thorough investigation techniques to ensure reoccurrence of high-risk incidents

Program Development and Implementation

- Develops and reviews Safe Operating and Safe Work procedures
- Monitors the effectiveness of safety program elements and communicates recommendations to affected parties
- Provides supervisors with guidance on the implementation of new program elements, and ensures questions are answered in a timely manner
- Organizes and oversees the implementation of district hearing conservation and hazardous waste programs

Health and Safety Engagement

- Promotes the Saanich Schools Safety System and Saanich Schools Safety Program at workplace meetings and through communication with staff
- Provides engagement ideas to enhance Health and Safety newsletters
- Promotes safety initiatives in conjunction with Manager at the District Health and Safety meeting
- Develops and distributes health and safety posters, presentations, and other safety promotional information

Administration

- Tracks a variety of safety statistics and data through multiple software programs, and creates informational graphs for distribution
- Organizes and schedules meetings and prepares agendas
- Monitors personal protective equipment and other safety devices inventory
- Processes invoices and reimbursements for medical and training expenses
- Maintains confidential and legal documents

Qualifications:

- Post-secondary education in Health and Safety or Trades Certification with experience directly related to the management of health and safety programs
- Minimum five (5) years of related and relevant experience developing, implementing, and managing claims and/or managing health and safety programs
- Canadian Registered Safety Professional (CRSP) / Canadian Registered Safety Technician (CRST) designation preferred
- Experience working in a union environment preferably focused on Public Education

Skills and Abilities

Specific to this position, the Health and Safety Coordinator must demonstrate a strong capacity in regard to:

- Strong working knowledge of WorkSafeBC and other applicable legislation
- Extensive understanding of claims management processes and procedures, with a general understanding of the RSCM
- Proven ability to make independent and accurate decisions in potential high-risk situations
- Exceptional interpersonal and relationship building skills
- Strong organizational and communication skills
- Team player, with the ability to work with internal and external stakeholders
- Experience planning and delivering safety training

The Saanich School District offers a competitive compensation and benefits package. Salary Range is \$64,392 to \$80,490.

Please submit your completed application to Robyn Reid, Director of Human Resources, at rreid@saanichschools.ca.

Deadline for applications is **Friday May 10th at 9:00 am (PDT)**.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.