



POSITION DESCRIPTION

POSITION TITLE:	OCCUPATIONAL SAFETY AND HEALTH COORDINATOR
DEPARTMENT:	HUMAN RESOURCES, OCCUPATIONAL SAFETY AND HEALTH
CLASSIFICATION:	
UNION:	NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, OCCUPATIONAL SAFETY AND HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The position of Occupational Safety and Health Coordinator represents management and non-management in relation to workplace safety and health matters. The position focuses primarily on the Occupational Safety and Health Program and Ability Management Program. The position of Occupational Safety and Health Coordinator functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the [Truth and Reconciliation Commission of Canada's Calls to Action](#) and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Contributes in the development, implementation, monitoring and evaluation of regional Occupational Safety and Health Program.

- Ensures organizational compliance with relevant legislation including Workplace Health and Safety Act, The Workers Compensation Act, and the Human Rights Code as it relates to “duty to accommodate”.
- Provides direction and guidance to managers and employees on workplace safety and health issues.
- Assists in policies/procedures development relating to safety and health and ensures implementation of the same.
- Conducts regular site inspections.
- Preparing and assisting with SAFE Work Certification processes.
- Ensures Workplace Safety and Health Committees function in accordance with legislation.
- Acts as principle resource for the Workplace Safety and Health Committees.
- Coordinates accident investigation processes including reviewing significant accidents/incidents, compiling and analyzing data, recommending control strategies and conducting follow-up as required.
- Assists with management of injury reports and associated data entry.
- Assist with staff fit testing as required.
- Providing supports to the hearing conservation program.
- Evaluates illness/injury data, identifies trends and utilizes data to assist in implementing preventative measures to reduce the potential for future employee injury/illness.
- Contributes to a culture of Client and Staff Safety.
- Pursuant to the Health System Governance and Accountability Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER:

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Degree or diploma in Occupational Safety and Health.

REQUIRED KNOWLEDGE:

- Strong working knowledge of Workplace Safety and Health Legislation.

EXPERIENCE REQUIRED:

- Minimum one-year related experience in Occupational Safety and Health.
- Experience in a health care environment preferred.
- Demonstrated proficiency in computer systems and related software applications.

SKILLS/COMPETENCIES:

- Demonstrated interpersonal, communication, leadership, and analytical skills.
- Ability to organize and prioritize work.
- Ability to follow verbal and written communication.
- Demonstrated ability to maintain positive interpersonal working relationships.
- Ability to make independent decisions based on the knowledge of the requirements of the position.

- Ability to work in team environment.
- Ability to respect and promote confidentiality.
- Valid Manitoba driver's license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- May work occasional evenings and weekends as necessary.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and

