



POSITION DESCRIPTION

POSITION TITLE:	OCCUPATIONAL SAFETY AND HEALTH OFFICER
DEPARTMENT:	HUMAN RESOURCES, OCCUPATIONAL SAFETY AND HEALTH
CLASSIFICATION:	
UNION:	OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	LEAD, OCCUPATIONAL SAFETY & HEALTH, DISABILITY MANAGEMENT AND REGIONAL EDUCATION
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Lead for Occupational Safety & Health, the Occupational Safety & Health Officer focuses primarily on the coordination of an effective Occupational Safety & Health Program for staff, students, and volunteers of the Interlake-Eastern Regional Health Authority ("Interlake-Eastern RHA"). This includes the integration of occupational health and safety programs, staff health, analyzing issues and trends relative to the reduction of illness and injury and monitoring safety best practices. This position involves working with Human Resources, management, unions, health care providers, Manitoba Labour & Regulatory Services – Workplace Safety & Health, Workplace Safety and Health Committees and the Workers Compensation Board. The position of Occupational Safety & Health Officer functions in a manner consistent with and supports, the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

The Occupational Safety & Health Officer is responsible for all components of the regional health and safety program which includes, but is not limited to the following:

- Assisting and coordinating the development, implementation and maintenance of the IERHA Safety program and safety management system to ensure compliance with the Workplace Safety and Health Act and all relevant legislation.
- Conducting regular operational reviews, safety inspections and Safe Work Maintenance audits.

- Provides technical advice and guidance to management on workplace safety and health issues.
- Advises and guides departments/sites towards achieving compliance with safety and health regulations, codes and practices within their units.
- Assisting department/workplace managers and WS&H Committees in facilitating the resolution of concerns.
- Provides support and expertise to Workplace Safety & Health Committees.
- Coordinates and delivers safety educational training.
- Liaises with Provincial WS&H and other agencies related to safety and health.
- Evaluates illness/injury statistics and trends and utilizes data to assist in implementing preventative measures to reduce the potential for future employee injury/illness.
- Required to travel and provide services across the region.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which controls and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services and safety in the workplace.
- Pursuant to the Regional Health Authority 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:

- Post-secondary education in Occupational Health & Safety/Industrial hygiene.
- Canadian Registered Safety Professional (CRSP) certification preferred.

REQUIRED KNOWLEDGE:

- Strong working knowledge of Workplace Safety and Health Legislation, Workers Compensation policies and procedures, Human Rights legislation and legislation protecting the privacy and confidentiality of medical information.

EXPERIENCE REQUIRED:

- Minimum two (2) years related experience in Occupational Health and Safety.
- Experience in a health care environment preferred.
- Previous experience in the development and implementation of Health and Safety programs in accordance with the Manitoba Workplace Safety & Health Act and Regulation.
- Previous experience in the preparation and delivery of Occupational Safety and Health educational material.

SKILLS/COMPETENCIES:

- Demonstrates interpersonal, communication, leadership, and analytical skills.
- Ability to organize and prioritize work.
- Ability to follow verbal and written communication.
- Demonstrates the 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 a team environment.
 - Ability to respect and promote confidentiality.
 - Valid 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.
 - Complete and maintain a satisfactory pre-employment security check.
 - Satisfactory employment record.
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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.
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WORKPLACE SAFETY AND HEALTH

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

- Provides a safe environment by ensuring adherence to Workplace Safety and Health Regulations, Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs management of unsafe acts, unsafe 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").
- Demonstrates an understanding of roles and responsibilities in fire prevention, disaster preparedness and participates in safety and health programs including the region's Fire, Disaster and Evacuation Plans.

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 immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: _____
Date

Revised: February 2022
_____ Date

Approved by: _____
Regional Manager/Supervisor _____ Date

Approved by: _____
Regional Lead/ CEO _____ Date

Reviewed by: _____
Regional, Human Resources _____ Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.