

## ADMINISTRATIVE PROCEDURE NO. 451

# THE ROLE OF THE HEALTH AND SAFETY COORDINATOR

### Background

The Health and Safety Coordinator reports directly to the Supervisor of Support Services, and will be required to promote safety attitudes, safe work practices and environments as well as manage, maintain, and administer the Health and Safety program with the objective of minimizing accidents, injuries and environmental damage.

### Performance Responsibilities

- Develop, organize, manage, maintain and administer the Health and Safety Program in collaboration with Health and Safety Committees;
- Relay required safety information to all new hires;
- Identify safety training requirements, make recommendations to Safety Committees and schedule the training as approved and required;
- Assist in the identification, development and provision of appropriate health and safety related information, instruction and training (ie., health and safety handbook and newsletter);
- Conduct safety training within the scope of his/her experience and certification;
- Complete internal audits as required;
- Complete hazard assessments of all Division job functions;
- Coordinate all the Division's requirements for achieving COR Certification;
- Maintain a WHMIS Program, including a current MSDS and staff training;
- Contribute positively in creating a safe and secure environment to support student learning;
- Liaise with local fire authorities to ensure fire code compliance;
- Assist in the development, coordination and maintenance of emergency preparedness plans;
- Be Familiar with Workers' Compensation Board regulations and policies and provide support;
- Maintain good relationships with Workplace Health and Safety field officers;
- Ensure appropriate and sufficient safety equipment is available to all employees;
- Work closely with the managers, principals and contractors ensuring their workers comply with safety legislation while at work;
- Coordinate the review of health and safety related policies and procedures;
- Monitor and advise on legislative and technical changes relating to health and safety;
- Provide information to employees on health and safety;
- Maintain and expand upon professional competence;

- Be an active member of the Health and Safety Committee.

### **Performance Appraisal**

1. Regular appraisal of the performance of the Health and Safety Coordinator is a responsibility of the Supervisor of Support Services. In carrying out this responsibility, it is recognized that the Health and Safety Coordinator is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Health and Safety Coordinator as outlined above.
3. The Supervisor of Support Services and the Health and Safety Coordinator will develop and agree upon the procedures for carrying out an effective performance appraisal.