

## **HEALTH AND SAFETY OFFICER**

### **DUTIES AND RESPONSIBILITIES:**

1. To develop, implement and monitor Board Occupational Health and Safety Policy, Programs, and Procedures;
2. To assist the Board in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of learners, staff and visitors;
3. To establish budget proposals for the operation of the Occupational Health and Safety office and specific training programs;
4. To increase health and safety awareness at all levels within the organization;
5. To investigate and report on all serious/critical personal injury accidents occurring to students, staff and/or visitors to the appropriate senior official, and to assist in the investigation of all accidents/incidents that result in substantial damage to Board vehicles and property;
6. To investigate and report on complaints of hazardous working conditions to the Associate Director and/or other appropriate senior staff;
7. To respond to employees' safety concerns;
8. To conduct, as necessary, the safety inspection of any Board facility;
9. To assist the Board's Joint Occupational Health & Safety Committees;
10. To respond to fires and other emergencies on or about the Board property;
11. To coordinate registration and removal of hazardous waste;
12. To receive reports from and respond to orders issued by Department of Labor inspectors;
13. To arrange for Occupational Health and Safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary;
14. To act as liaison with all related governmental bodies and regulating agencies;
15. To coordinate the training of personnel in areas of safety, including first aid, CPR, accident prevention and investigation, work place inspections and other matters related to implementing safety procedures in Board facilities;
16. To coordinate the Board's emergency procedures and act as the Board's emergency on-site coordinator;
17. To assist executive staff, senior administrators, principals and supervisors in emergency preparedness;
18. To develop, review, and update appropriate sections of the Board's Emergency Procedures Manual;
19. To liaise with municipal and State Emergency planners, update plans, organize exercises and evaluate procedures;
20. To liaise with the fire department regarding emergency procedures, communications and fire safety education programs;
21. To coordinate the selection and distribution of emergency communications equipment to schools and administrative/support departments;
22. To assume other duties as may be assigned.