

Job Information

Job title	Occupational Health & Safety (OHS) Assistant		Job Code: OHSAST	Pay Grade: F
Title of immediate supervisor	Manager of Occupational Health & Safety			
Department/Division	Corporate Services/Occupational Health & Safety			
Prepared by	N. Pallan			
Date Created	Feb 26, 2015	Revised date	Jan 15, 2018	
Dept Head Signature		Date		

Job Purpose

Provides clerical work and is responsible for general OHS reception and front line service to all Saanich employees and the public and provides general clerical and administrative support. Develops, maintains and monitors filing and electronic database systems for a variety of financial, administrative and OHS records. Includes the administration of both division and corporate-wide records of safety training and other safety activities, injury records, incident and accident investigations, WorkSafeBC claim files and WHMIS-related information. Records minutes at Occupational Health and Safety meetings.

Duties and Responsibilities

- Acts as the initial point of contact and performs general reception duties for the OHS office including receiving visitors in person and responding to telephone, email and fax messages (e.g. On training, fit-testing and immunizations).
- Develops and maintains filing and databases systems to monitor corporate-wide OHS documentation for compliance with COR standards. Databases include employee training, certification, injuries and respirator fit-test records.
- Ensures appropriate purchasing and financial records, procedures and accurate reconciliations for the OHS division.
- Develops and maintains the occupational health and safety web page on the Saanich Elink intranet system including the Corporate OH&S Manual and the Return to Work Manual.
- Attends meetings such as the Central Health and Safety Committee and the Occupational First Aid Attendants Meeting as the recording secretary, produces the minutes, and on approval, distributes the minutes. Ensures appointments for meetings, agenda item requests and any changes are sent to the committee members.
- Manages corporate-wide safety training needs for employees, supervisors and managers, registrations, expiries and waitlists. Coordinates corporate-wide audiometric testing and respirator fit-tests. Arranges and reserves training rooms as requested and ensures training materials are compiled and ready for instructional dates.
- Analyzes data from various databases and produces both regular and adhoc, for example on injury trends, and training.
- Receives, processes and prioritizes a variety of enquiries and requests for service.
- Liaises and maintains effective contacts with outside agencies such as WorkSafeBC (WCB), Road Masters and HeartSafe as required.
- Ensures the WHMIS documentation is up to date by liaising with employees and the WHMIS provider.
- Performs respirator fit-tests and training
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Up to one year post-secondary courses in word processing, spreadsheet and database applications, Web development, medical terminology course or equivalent understanding of medical terminology.

- One year of experience in an office environment including experience as a committee secretary.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Annual renewal of Driver's Abstract.
- Keyboarding speed of 50 wpm.

Physical Requirements

Physical strength and ability to assist with equipment set-up for classes.

Working Conditions

Works in an office environment.