

## Job Information

Job title	<b>Occupational Health &amp; Safety Assistant</b>		Job Code: OHSAST	Pay Grade: F
Title of immediate supervisor	Occupational Health & Safety Manager			
Department/Division	Corporate Services/Occupational Health & Safety			
Prepared by	N. Pallan			
Date Created	Feb 26, 2015	Revised date	April 7, 2022	

## Job Purpose

Provides clerical work and is responsible for general Occupational Health & Safety (OHS) reception and front-line service to all Saanich employees and the public and provides general clerical and administrative support for OHS division and committees. 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. Manages OHS training and other safety activities.

## Duties and Responsibilities

- Performs general reception duties for the OHS office.
- Receives, processes and prioritizes a variety of enquiries and requests for service. Escalates inquiries to ensure worker health and safety, emergency response, and compliance with legal requirements. Assists Saanich Police as necessary.
- Develops and maintains records management system to monitor corporate-wide OHS documentation for compliance with WorkSafeBC legal requirements, COR standards and Saanich standards.
- Ensures appropriate purchasing and financial records, and accurate reconciliations for the division. Arranges payments and transfers from other Saanich divisions. Orders, receives, invoices, and reconciles stock items for OHS programs and services.
- Develops and maintains the occupational health and safety web page on the Saanich Elink intranet system, including corporate manuals (OHS and WIM).
- Acts as recording secretary for committee meetings such as the Central Health and Safety Committee and Occupational First Aid Attendants Leads. Schedules other activities of the committees as necessary (e.g., inspections). Supports all Joint Health and Safety committees in completing their annual committee evaluations, Terms of Reference, and Occupational First Aid Assessments.
- Manages corporate-wide safety training needs for employees, supervisors and managers; including registrations, expiries and waitlists. Coordinates audiometric testing, respirator fit-tests and vaccinations.
- Produces both regular and ad hoc reports for OHS, other Saanich division and committees (e.g., injury trends, training, audiometry testing).
- Supports updates to OHS programs and systems (e.g., injury management database, OHS regulatory changes, risk assessments, WHMIS). Creates and distributes documents and other reference materials, ensuring current version are being referenced.
- Performs mid-year COR audit gap analysis and creates checklist and reference links for COR required documents. Coordinates COR interviews and supports documentation review. Supports COR Corrective Action Plan, Identifies and implements process improvements related to the COR audit process.
- Ensures daily Occupational First Aid coverage for two municipal locations.
- Supports division in scanning, copying, distributing, or uploading WorkSafeBC claims related documents.
- Coordinates calibration, repair and troubleshooting of OHS office and technical equipment (e.g., Portacount machine).
- Liaises and maintains effective relationships with outside agencies such as WorkSafeBC, BCMSA, training and service vendors, medical clinics, and other municipalities.
- 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.
- Keyboarding speed of 50 wpm.

### **Physical Requirements**

Physical strength and ability to perform filing, manage equipment inventories, create training and testing packages, and assist with equipment set-up for training sessions.

### **Working Conditions**

Works in an office environment.