

## **ADMINISTRATIVE PROCEDURE NO. 451**

### **THE ROLE OF THE HEALTH AND SAFETY COORDINATOR**

#### **Background**

The Health and Safety Coordinator oversees the operation of the Division Health and Safety Management System in accordance with recognized best practices and applicable legislation. The Health and Safety Coordinator's primary focus is to promote safety attitudes, and safe work practices with the objective of preventing workplace illness, injuries, or loss.

#### **Duties and Responsibilities**

1. Develop Occupational Health and Safety, Risk Management, and Disability Management standards.
2. Manage and implement Occupational Health and Safety, Risk Management, and Disability Management Systems.
3. Establish a liaison with outside professionals, insurers, Workers Compensation Board (WCB), and Occupational Health and Safety Officers.
4. Manage and maintain a system of compliance to the WCB legislation.
5. Manage disability claims and return to work services.
6. Liaise with local fire authorities to ensure fire code compliance;
7. Establish and provide safety education/training in the workplace, and schedule training as required.
8. Auditing workplace practices.
9. Identifying and controlling work hazards - physical and psychological in nature.
10. Conducting work site walk-through assessments.
11. Responding, reporting and investigating illness/injuries.
12. Tracking employee and student illness/injuries.
13. Manage and coordinate the Division's Emergency Response Plan.
14. Ensure appropriate and sufficient safety equipment is available to all employees.
15. Work closely with key stakeholders, including Associate Superintendents, principals, department managers, supervisors to proactively reduce employee and student injuries, illness and loss.
16. Develop Health and Safety, Risk Management, and Disability Management related policies and procedures.

17. Monitor and advise on legislative and technical changes relating to health and safety;
18. Be an active member of the Health and Safety Committee.
19. Regularly review Occupational Health and Safety, Risk Management and Disability Management System outcomes.
20. Continuously improving the Division Occupational Health and Safety, Risk Management Systems and Disability Management Systems.
21. Maintain and expand upon professional competence.
22. Performs other related duties as assigned
23. Collaboratively with their supervisor, the Health and Safety Coordinator will develop an effective performance appraisal.

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