

ROLE OF SAFETY AND WELLNESS COORDINATOR

Background

Guided by the Division's mission, vision, principles/beliefs and motto, the Safety and Wellness Coordinator will assist the Secretary-Treasurer in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education documents and Board policy.

Procedures

The Safety and Wellness Coordinator is directly responsible and accountable to the Secretary-Treasurer.

The Safety and Wellness Coordinator will have specific responsibilities for:

1. Occupational Health and Safety Leadership
 - 1.1 Develops for the approval of the Secretary-Treasurer and then implements an effective safety, hazard control and industrial hygiene program.
 - 1.2 Conducts or provides for employee safety training.
 - 1.3 Ensures effective use of the "PublicSchoolWorks" on-line training software program.
 - 1.4 Performs detailed technical safety, hazard, and environmental research.
 - 1.5 Coordinates and consults with Central Leadership personnel and principals regarding health and safety issues in their respective areas.
 - 1.6 Works with site safety committees to implement approved internal safety rules, guidelines, and procedures.
 - 1.7 Administers, compiles, analyzes, and interprets incident, injury and lost time statistics and cost data reports for site safety committees.
 - 1.8 Maintains currency in knowledge and skills required for the position.
2. Occupational Health and Safety Management
 - 2.1 Inspects and audits Division facilities and work sites observing operations and activities and investigates health and safety concerns.
 - 2.2 Analyzes, or causes to be analyzed, hazards and situations and develops risk assessments for public and non-public areas.
 - 2.3 Notifies appropriate persons regarding substandard practices and substandard conditions relating to safety and safe work practices; makes recommendations for corrections and follows up to ensure remedial action has been taken.
 - 2.4 Reviews incidents and makes recommendations for future prevention.

- 2.5 Ensures preparation, or monitors and approves preparation, of all Division safety documents, including emergency preparedness plans.
- 2.6 Uses, calibrates, and maintains relevant industrial hygiene and safety monitoring and test equipment.
- 3. Staff and Student Wellness
 - 3.1 Provides leadership in overseeing the division's wellness initiative.
 - 3.2 Provides functional direction to ensure that the physical environment is safe and conducive for staff and students.
 - 3.3 Contributes positively in the creation of a safe and secure environment to support student learning.
- 4. Fiscal Responsibility
 - 4.1 Makes recommendations for Safety Program funding allocations.
 - 4.2 Makes recommendations to the Secretary-Treasurer regarding possible actions to increase the effective and efficient operation of the Safety Program.
 - 4.3 Operates in a fiscally prudent and responsible manner.
- 5. Policy/Administrative Procedures
 - 5.1 Participates in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
 - 5.2 Ensures the application of Board policies and administrative procedures as required in the performance of duties.
- 6. Organizational Management
 - 6.1 Ensures progressive Division compliance with the Occupational Health and Safety Act, Regulations and Code.
 - 6.2 Ensures progressive Division compliance with all safety regulations regarding hazardous substance handling and disposal.
 - 6.3 Handles emergencies and deals with crisis situations in a team-oriented fashion.
- 7. Communications and Community Relations
 - 7.1 Takes appropriate actions to ensure open and transparent internal and external communications are developed and maintained in areas of responsibility.
 - 7.2 Reports directly to the Secretary-Treasurer relating to Safety Program development.
 - 7.3 Confers with specialists, external consultants, and government personnel to obtain information and resolve disputes.

8. Secretary-Treasurer Relations

- 8.1 Establishes and maintains positive, professional working relations with the Secretary-Treasurer.
- 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 8.3 Provides the information the Secretary-Treasurer requires to perform his role in an exemplary fashion.

9. Leadership Practices

- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Secretary-Treasurer' expectations.
- 9.2 Exhibits a high level of personal, professional, and organizational integrity.

Adopted/Reviewed/Reviewed: JUN 2016/JULY 2017/NOV 2019/JUL 2023

References: Sections 52, 53, 68, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Funding Manual for School Authorities