

ROLE OF SAFETY COORDINATOR

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Safety Coordinator will assist the Assistant Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Safety Coordinator is directly responsible and accountable to the Assistant Superintendent.

Procedures

The Safety Coordinator will have specific responsibilities for:

1. Occupational Health and Safety Leadership

- 1.1. Submits recommendations to the Assistant Superintendent for improvements and additions to the safety management program including emergency preparedness, accident prevention, general safety, and risk management and collaborates with Central Leadership personnel to develop and implement safety policies and procedures.
- 1.2. Evaluates the effectiveness of safety programs.
- 1.3. Reviews current safety training and recommends revisions, improvements, and updates.
- 1.4. Conducts or provides for employee safety training.
- 1.5. Coordinates all matters related to Occupational Health and Safety at all HPSD sites and schools including all offsite activities that they participate in. (i.e. Codes of Practice, Hazard Identification/Assessment/Control, Training, Safety Meetings, Incident Reporting and Investigation, Inspections, Records and Statistics, Program Maintenance, etc.)
- 1.6. Oversees the Hour Zero and Public School Works emergency response and safety management programs, including assigning training, monitoring compliance and implementing and evaluating table top exercises.
- 1.7. Performs detailed technical safety, hazard and environmental research.
- 1.8. Shares environmental safety information with appropriate levels in the organization.
- 1.9. Coordinates and consults with Central Leadership personnel and principals regarding health and safety issues in their respective areas.
- 1.10. Works with site safety committees to implement approved internal safety rules, guidelines and procedures.
- 1.11. Administers, compiles, analyzes and interprets incident, injury and lost time statistics and cost data reports for site safety committees.
- 1.12. Maintains currency in knowledge and skills required for the position.
- 1.13. Oversees school/site Emergency Response Plans and acts as Emergency Operations Center Director for the HPSD.
- 1.14. Leads the HPSD Joint Worksite Health and Safety Committee.

2. Occupational Health and Safety Management

- 2.1. Inspects and audits HPSD facilities and work sites observing operations and activities and investigates health and safety concerns.
- 2.2. Stops operations and activities that could harm staff or equipment.
- 2.3. Analyzes, or causes to be analyzed, hazards and situations and develops risk assessments for public and non-public areas.
- 2.4. 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.
- 2.5. Identifies opportunities to minimize workplace injuries, accidents, and health problems.
- 2.6. Reviews incidents and makes recommendations for future prevention.
- 2.7. Is responsible for auditing school bus camera footage and reporting offenses to the RCMP
- 2.8. Ensures preparation, or monitors and approves preparation, of all HPSD safety documents, including emergency preparedness plans.
- 2.9. Uses, calibrates and maintains relevant industrial hygiene and safety monitoring and test equipment.

3. Staff and Student Wellness

- 3.1. Provides functional direction to ensure that the physical environment is safe and conducive for staff and students.
- 3.2. Contributes positively to the creation of a safe and secure environment to support student learning.
- 3.3. Provides internal training and debriefing sessions as needed including; First Aid and CPR training, Non-Violent Crisis Intervention, complex medical need student support and other programs as HPSP needs present.

4. Fiscal Responsibility

- 4.1. Makes recommendations for Safety Program funding allocations.
- 4.2. Makes recommendations to the Assistant Superintendent 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 safety policies and procedures.
- 5.2. Ensures the application of policies and procedures as required in the performance of duties.

6. Organizational Management

- 6.1. Ensures progressive HPSP compliance with the Occupational Health and Safety Act, Regulations and Code.
- 6.2. Ensures progressive HPSP compliance with all safety regulations regarding hazardous substance handling and disposal.
- 6.3. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
- 6.4. 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 Assistant Superintendent relating to Safety Program development.
- 7.3. Confers with specialists, external consultants and government personnel to obtain information and resolve disputes.

8. Assistant Superintendent Relations

- 8.1. Establishes and maintains positive, professional working relations with the Assistant Superintendent.
- 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 Assistant Superintendent requires to perform the 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 they work in carrying out the Assistant Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.

HPSD Appendices

Appendix 451-1A - Performance Assessment Guide (PAG) for Safety Coordinator

References

Education Act Sections 8, 33, 35.1, 52, 196, 197, 222

Employment Standards Code

Freedom of Information and Protection of Privacy Act

Labour Relations Code

Occupational Health and Safety Act

Leadership Quality Standard

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Reviewed: