

PERFORMANCE ASSESSMENT GUIDE FOR SAFETY COORDINATOR

Role Expectation: Occupational Health and Safety Leadership	Evaluation Evidence	Quality Indicators
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.)	• Assurance measures • Safety Program • Staff Development Plan • Hour Zero • PublicSchoolWorks • Injury/incident reports • Safety Committees' observations • Personal Growth Plan • Emergency Response Plan • Assistant Superintendent observations • Leadership Practices report (when done)	• Develops a comprehensive, innovative Safety Program for approval of the Assistant Superintendent in collaboration with Central leadership personnel. • Ensures safety programs are effectively implemented at all sites. • Contributes to the delivery and implementation of high-quality safety training for employees, including on-line training. • Ensures a completely articulated Occupational Health and Safety program is implemented. • Ensures effective implementation of Hour Zero and Public School Works safety programming. • Supports the Safety Program with ongoing relevant research and shares environmental safety information. • Liaises and provides input to Superintendents, Supervisors, Directors, Coordinators and principals on health and safety issues. • Interacts with site safety committees in an open, honest and professional manner, thereby strengthening the Committee's role.

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Role Expectation: Occupational Health and Safety Leadership (continued)	Evaluation Evidence	Quality Indicators
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.		• Provides information which site safety committees require to perform their roles in an exemplary fashion. • Models commitment to personal and professional growth.

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Role Expectation: Occupational Health and Safety Leadership (continued)	Evaluation Evidence	Quality Indicators
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.		• Provides effective leadership as Emergency Operations Centre Director and within the HPSD Joint Worksite Committee.

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Role Expectation: Occupational Health and Safety Management	Evaluation Evidence	Quality Indicators
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.	● Assurance measures ● Satisfaction surveys ● Personal calendar ● Investigative reports ● Risk assessments ● Personal contacts, emails and phone calls ● Work orders ● Incident reports ● Safety program materials ● Equipment inventory ● Assistant Superintendent's observations ● Leadership Practices report (when done)	● Monitors standards of facility/work site operations. ● Suspends potentially harmful operations and activities. ● Conducts health and safety investigations as deemed necessary. ● Maintains comprehensive risk assessment documentation for the HPSD. ● Collaborates with school personnel to ensure Off Site Activity risk assessments are effectively completed. ● Interacts effectively with persons responsible for substandard practices and conditions. ● Provides clear and concise deficiency reports and recommendations for remediation. ● Reviews incident processes to determine remedial action to be taken. ● Develops, maintains or approves appropriate program materials relative to area of responsibility. ● Ensures all related equipment is properly set up and maintained.

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Role Expectation: Occupational Health and Safety Management (continued)	Evaluation Evidence	Quality Indicators
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.		

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Role Expectation: Staff and Student Wellness	Evaluation Evidence	Quality Indicators
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 HPSPD needs present.	• Assurance measures • Satisfaction surveys • Work Orders • IMR, Capital submissions • Assistant Superintendent's observations • Leadership Practices report (when done)	• Recommends facility infrastructure/maintenance standards to address health and safety concerns to meet staff and student needs. • Recommends design standards for safe and secure environments. • Designs or sources, and implements internal training opportunities to reflect current legislation and best practice

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Role Expectation: Fiscal Responsibility	Evaluation Evidence	Quality Indicators
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.	• Budget recommendations • Budget preparation, if required • Budget expenditures • Year-end projections • Operational recommendations • Value For Money analyses • Assistant Superintendent observations	• Ensures budget recommendation and submission timelines and parameters are met. • Ensures funds are expended as per approved budgets, if required. • Ensures adequate internal financial controls exist and are being followed. • Conducts operational reviews as deemed necessary. • Ensures financial savings with no reduction in services are achieved, whenever possible.

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Role Expectation: Policy/Administrative Procedures	Evaluation Evidence	Quality Indicators
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.	● Board Policy Handbook ○ new policies ○ revised policies ● Administrative Procedures Manual ○ new procedures ○ revised procedures ● Assistant Superintendent observations	● Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Assistant Superintendent. ● Actively participates with individuals and groups in administrative procedure development and review processes within areas of responsibility. ● Reviews relevant sections of the Administrative Procedures Manual and brings forward recommendations for revision as necessary. ● Ensures application of and adherence to Board policy and administrative procedures within areas of responsibility.

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Role Expectation: Organizational Management	Evaluation Evidence	Quality Indicators
6.1 Ensures progressive HPSD compliance with the Occupational Health and Safety Act, Regulations and Code. 6.2 Ensures progressive HPSD 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.	• Personal calendar • Reports • Work orders • Alberta Education feedback • Emergency preparedness plans/procedures • Assistant Superintendent observations • Leadership Practices report (when done)	• Ensures progressive compliance with Government of Alberta and Board mandates and timelines within areas of responsibility. • Ensures WHMIS compliance. • Effectively manages time and resources. • Utilizes technology effectively and efficiently. • Effectively responds to emergency/crisis situations. • Effectively works as part of a multi-disciplinary team.

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Role Expectation: Communications and Community Relations	Evaluation Evidence	Quality Indicators
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.	• Personal calendar • Memos and correspondence • HPSP publications • Presentations • Satisfaction surveys • Conflict resolution • Assistant Superintendent observations • Leadership Practices report (when done)	• Ensures information is disseminated as appropriate. • Presents information and speaks effectively. • Represents the HPSP in a positive, professional manner. • Develops appropriate program materials relative to areas of responsibility. • Promotes positive public engagement with the HPSP. • Ensures the Assistant Superintendent has Safety Program development information on an on-going basis. • Manages conflict effectively. • Develops and maintains relationships with external individuals/groups.

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Role Expectation: Assistant Superintendent Relations	Evaluation Evidence	Quality Indicators
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.	• Reports • Personal contacts, emails, phone calls • Assistant Superintendent observations	• Implements directions of the Assistant Superintendent in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results. • Interacts with the Superintendent in an open, honest and professional manner with due regard for and in a manner which strengthens the Superintendent relationship with the Board. • Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Assistant Superintendent. • Keeps the Assistant Superintendent informed about operations within areas of responsibility.

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Role Expectation: Leadership Practices	Evaluation Evidence	Quality Indicators
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.	• Self reflection • Assistant Superintendent observations • Leadership Practices report (when done)	• Provides clear expectations and direction within areas of responsibility. • Establishes and maintains positive, professional working relationships with others. • Unites people towards common goals. • Demonstrates a high commitment to the needs of students. • Empowers others. • Effectively solves problems. • Models high ethical standards of conduct. • Exercises leadership consistent with the HPSD's stated vision, mission and values.