

Nanaimo Ladysmith Public Schools
OCCUPATIONAL SAFETY & WELLNESS OFFICER

Job Summary

Reporting to the Manager of Occupational Safety & Wellness, the Occupational Safety and Wellness Officer plays a key role in promoting a culture of health, safety, and well-being across the school district. This position supports the implementation of comprehensive safety initiatives, ensures compliance with relevant occupational health and safety regulations, and contributes to the continuous improvement of district-wide safety programs. The Officer works collaboratively to develop and deliver training, establish and maintain safe work procedures, conduct inspections, and enforce OH&S policies. Through proactive engagement and expert guidance, the Officer helps create and maintain a safe and supportive working environment for all district employees.

Assignment: Full time, Monday - Friday 8:00 AM - 4:00 PM

Location: On site - Safety Office

Wage: \$34.21 per/h. with a competitive benefit and pension package

Job Duties

1. Assist with the implementation and ongoing administration of the district's occupational health and safety program.
2. Promote health and safety awareness among all employees with a focus on injury prevention.
3. Support workplace Joint Occupational Health and Safety Committees as required.
4. Investigate and report on workplace injuries and incidents, including recommendation to prevent reoccurrence.
5. Investigate workplace hazard reports and safety concerns.
6. Develop safe work procedures, safety reports, and maintain appropriate records.
7. Compile safety statistics for hazard identification and monitoring.
8. Inspect work sites throughout the school district, make recommendations to improve safety and health standards, and undertake appropriate action where unsafe conditions have been identified or recommended by the Central Health and Safety Committee.
9. Develop courses, prepare materials, coordinate and provide safety training and orientation to employees using a variety of media.
10. Conduct ergonomic assessments and promote the application of human factors.
11. Conduct site Inspections of asbestos condition, air quality and sound levels.

12. Interpret the Workers' Compensation Act and Regulation and make recommendations to achieve and maintain compliance.
13. May on occasion be required to perform other related duties as assigned.

Education and Experience

- High school graduation or the equivalent.
- Successful completion of an Occupational Health and Safety Program from an accredited institute and a minimum of five years related experience or an equivalent combination of education and experience.
- CRSP, CRST, CSO or similar designation is an asset.
- Extensive knowledge of the Workers' Compensation Board Act and Regulations, WHMIS and other relevant legislation.
- Excellent organizational, interpersonal and communication skills.
- Skills or experience to plan and deliver safety training programs.
- Valid WCB Occupational First Aid Level 2 certificate.
- Ability to work with minimal supervision.
- Ability to maintain the confidentiality of sensitive information seen or heard.

How to Apply

Applications should include a cover letter, a detailed personal résumé, contact information for two professional references and any other relevant supporting documentation.

To submit your application to the job posting, please visit Make a Future at <https://buff.ly/xdH4XWG> and click the APPLY button located next to the job details.

Please note: Nanaimo Ladysmith Public Schools thanks all applicants for their interest in working with us, however, only those shortlisted will be contacted.

If you have any questions or require assistance with this application process, please contact the Customer Care department at MakeAFuture @ 1 866 806 6851 or applicant@makeafuture.ca