DURHAM CATHOLIC DISTRICT SCHOOL BOARD
Learning and Living in Faith

HEALTH AND SAFETY AND WELLNESS COORDINATOR

The Durham Catholic District School Board is located just east of Toronto and is renowned for providing comprehensive Catholic education to over 21,150 students in 40 elementary schools, 7 secondary schools, and 4 continuing and alternative education centres throughout Durham Region.

The Durham Catholic District School Board invites applications from qualified candidates interested in the following position:

Health and Safety and Wellness Coordinator

Salary Grade: **S2** ($72,470-$83,891)

START DATE: As soon as possible

For more information, please review the attached Job Description.

Interested candidates are invited to email a cover letter and resume listing qualifications and experience to hr@dcdsb.ca. Please indicate Health and Safety and Wellness Coordinator in email subject line.

Janice Oldman
Chair of the Board

Tracy Barill
Director of Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

www.dcdsb.ca

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Assistant at sonja.ruby@dcdsb.ca prior to the posting closing date so that appropriate arrangements can be made.

Attachment: Job Description

DURHAM CATHOLIC DISTRICT SCHOOL BOARD
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POSITION DESCRIPTION

Title	Health and Safety and Wellness Coordinator	
Location/Department	Health and Safety	
Reports to	Superintendent of Education	
Affiliation	Middle Management	
Salary Grade/Range	S2 (Under Review)	
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POSITION SUMMARY

Reporting to the Superintendent of Education, the Health and Safety and Wellness Coordinator provides leadership and coordination of the Board's Occupational Health & Safety Policy and Programs, Wellness Program and the Emergency Plans and School Emergency Planning Program for all Board facilities. The Health and Safety and Wellness Coordinator functions as a resource for the Joint Health and Safety Committee, records minutes, and liaises with the Board stakeholders to ensure compliance with the Board's Health and Safety objectives. The Health & Safety and Wellness Coordinator is responsible for the effectiveness and implementation of Health and Safety programs including hazard identification and control, incident investigation, development and delivery of safety related training and services.

SPECIFIC ACCOUNTABILITIES

Health, Safety and Emergency Preparedness:

- promotes Occupational Health & Safety within all Board facilities and proactively manages the Board's Occupational Health & Safety programs;
- provides consultation and guidance on Health and Safety matters including legislative compliance, industry best practices, hazard identification and assessment of procedure development and implementation;
- supports the development and implementation of the Board's Pandemic Plan;
- responds to all related Health and Safety emergency concerns and reports accordingly to committees and management;
- collaborates with Regional Health Unit;
- investigates and reports on critical injuries of staff, students, and volunteers to the Ministry of Labour and JHSC;
- accompanies Ministry of Labour inspectors and receives subsequent reports;
- responds to orders issued by Ministry of Labour inspectors;
- arranges for testing and evaluations of the workplace by external agencies as required;
- ensures compliance of required training as mandated by the Ministry of Labour and or the Board;
- facilitates training and certification sessions for JH&S Committee members and employees as required;

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POSITION DESCRIPTION

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Title: Health and Safety and Wellness Coordinator	
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Health, Safety and Emergency Preparedness (continued)

- coordinates and maintains Health and Safety training sessions including WHMIS, Defibrillator, Asbestos Management, Board First Aid and CPR, as required;
- attends JH&S Committee Meetings and ensures agendas, minutes, and reports are prepared, and coordinates follow-up activities;
- coordinates annual school/building inspections, prepares and distributes inspection reports, analyzes trends and concerns and follows-up accordingly;
- arranges for testing and evaluations of the workplace by external agencies as required;
- attends external meetings related to the Health and Safety matters, including professional development sessions;
- drafts reports for consideration by management, as requested;
- collaborates with and provides information on inspections to agencies and other Ministry contacts, as required;
- recommendations to schools/departments on Occupational Health and Safety matters/ practices;
- develops policy and procedures in collaboration with management;
- responsible for responding to work refusal situations and issues reports accordingly;
- facilitates information sessions and presentations for administrators, as required;
- collaborates with agencies and other Ministry contacts (re: air quality, etc.) and provides information on inspections as required;
- develops and implements Board Emergency Plans related to regional and municipal plans for nuclear evacuation, or other incidents involving hazards of fire, flood, chemical spills;
- prepares guidelines to assist principals and other supervisors in the development of safety plans for buildings;
- evaluates the efficiency of all emergency plans in the system and makes recommendations regarding suggested amendments in collaboration with partners;
- establishes procedures in consultation with the Durham Student Transportation Services where evacuation procedures are to be included in emergency plans;
- updates plans, organizes exercises, and evaluates procedures relative to health and safety issues;
- acts as liaison with local and regional Fire Departments to ensure compliance with relevant fire codes and regulations and school fire/safety plans and provides information to principals and other managers/supervisors; and
- acts as liaison with the region and other agencies in conducting test exercises and evaluates effectiveness of plans.

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POSITION DESCRIPTION

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Wellness and other responsibilities:

- Reviews all accident reports, whether WSIB or insurance related and works with appropriate staff to determine Risk Management within the Board's practice or procedures;
- Prepares Wellness reports and correspondence, as requested;
- Implements and coordinates Board-wide Wellness initiatives;
- Demonstrates personal excellence in technical competence and contributes to team decisions and processes;
- Fosters productive, consultative working relationships with Board office staff, school leaders, colleagues and staff;
- Solicits input and feedback from key stakeholders to ensure working relationships are productive and beneficial to the achievement of Board goals;
- Suggests opportunities for efficiencies so to reduce costs and maximize the value of the Board's resources;
- Communicates appropriate information in a timely, accurate and inclusive manner; and
- Performs other duties as assigned.

QUALIFICATIONS

Education

- Graduate of a program in Occupational Health and Safety from a recognized learning institution, i.e. University/College or equivalent applicable training and experience.

- Professional Certification, i.e. Canadian Registered Safety Professional JHSC Certification (CRSP), Certified Health and Safety Consultant (CHSC).

Experience

- Three to five years' previous working experience in on JHSC in a unionized public sector organization preferably in the education sector and familiarity in working with legislation related to fire and safety standards and building codes is desirable.
- Thorough knowledge of the current Occupational Health and Safety Act, Workplace Safety and Insurance Act, Human Rights Code, Emergency Plans Act, Education Act, and regulations.
- Experience in effectively interpreting the requirements of the Acts and regulations for the educational community and its specific environment.
- Emergency planning and/or development of policy and procedures are considered an asset.
- Experience developing and delivering training programs.

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POSITION DESCRIPTION

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Other Required Qualifications

- High level of computer proficiency (Microsoft and iOS Suites, etc.).
- Ability to identify needs; take initiative in the coordination and management of projects and solutions.
- Strong analytical and problem-solving skills.
- Ability to handle confidential matters and demonstrate diplomacy, tact, and strong judgement.
- Strong research, report writing, and presentation skills.
- Effective communicator, both verbal and in written reports/correspondence and training sessions.
- Effective in dealing with all levels of employees, union representatives and the JHSC Committee.
- Possesses strong interpersonal skills, high level of initiative and problem-solving abilities.
- Demonstrates good planning, organizational and time management skills.
- High level of accuracy and attention to detail.

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