



Provincial Job Description

TITLE:
(313) Safety Assistant

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with the development, implementation and monitoring of injury prevention and safety programs.

QUALIFICATIONS:

- ◆ Grade 12 plus
 - ◆ Occupational Health & Safety certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Driver's license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Occupational Health & Safety Resource

- ◆ Acts as a resource to managers, supervisors, employees and Occupational Health & Safety (OH&S) Committees regarding environmental safety programs (e.g., WHMIS, TLR and TDG).
- ◆ Assists with health and safety training programs.
- ◆ Recommends job-specific safety procedures and guidelines consistent with OH&S regulations.
- ◆ Assists with monitoring workplace incidents related to TLR.
- ◆ Assists with ergonomic assessments and ordering equipment.

B. Safety Audit / WHMIS / Transportation of Dangerous Goods (TDG) Programs

- ◆ Performs environmental monitoring (e.g., noise, air quality).
- ◆ Conducts audits.
- ◆ Provides audit information to OH&S Committees.
- ◆ Packages expired materials and arranges for disposal following WHMIS and Transportation of Dangerous Goods (TDG) guidelines/regulations.
- ◆ Cross references each department's product inventory to Material Safety Data Sheet (MSDS) binder.

C. Education

- ◆ Provides education sessions (e.g. TLR, WHMIS, TDG)
- ◆ Books education sessions, registers and tracks participants
- ◆ Provides mentorship to TLR trainers.

D. Clerical

- ◆ Performs data entry.
- ◆ Performs general clerical duties (e.g., answer telephone, fax, photocopy, scans).
- ◆ Provides informational reports (e.g., data analysis and research information on inspections, investigations and health and safety audits).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 16, 2020