



Flagstaff County is recruiting for the permanent full-time position of:

## Health & Safety Officer

### Summary of Position:

The Health and Safety Officer is responsible for coordinating health and safety initiatives for Flagstaff County by ensuring all departments have the information and support required to carry out their responsibilities in compliance with the Occupational Health and Safety Act and the County Health and Safety Program.

1. Responsible for administering and monitoring the directives under the Health and Safety Program to provide legislative compliance with the Alberta Occupational Health and Safety Act, Regulations and Codes and all other applicable legislation as well as meets the Alberta Municipal Health and Safety Association (AMHSA) audit, as follows:
  - a. Safety Rules
  - b. Hazard Identification, Assessment and Control
  - c. Personal Protective Equipment (PPE)
  - d. Safe Work Practices and Job Procedures
  - e. Preventative Maintenance
  - f. Formal Workplace Inspections
  - g. Emergency Preparedness and Response
  - h. Incident Reporting and Investigation
  - i. Violence and Harassment Prevention

### Qualifications:

- A minimum of three (3) years of Occupational Health and Safety experience, including investigations experience, with a thorough understanding of legislation pertaining to Occupational Health and Safety standards.
- Certification in Occupational Health and Safety.
- Possess or ability to obtain a Certified Peer Health and Safety Auditor certificate would be an asset.
- Training certification as an instructor for Health and Safety Program requirements.
- Demonstrated ability to work effectively, both independently and cooperatively in a team environment.
- Valid Class 5 Alberta Driver's Licence

**Position Type:** Permanent Full-Time  
**Hours of Work:** 7 hrs/day—35 hrs/wk  
**Salary Range:** \$ 68,365.36—\$ 84,080.77  
**Closing Date:** **March 1, 2019**

### Flagstaff County Vision:

To be a strong, vibrant and sustainable regional community of communities through collaboration and a focus on economic, social and environmental cooperation that contributes to a rural essence and quality of life.

To view the full job description, please refer to the Flagstaff County website at [www.flagstaff.ab.ca](http://www.flagstaff.ab.ca)

Interested candidates are encouraged to submit their resume along with a cover letter by mail or email to:

### Flagstaff County

12435 Township Road 442,  
PO Box 358  
Sedgewick, AB T0B 4C0

### Contact:

Brent Hoyland,  
Assistant Chief Administrative  
Officer

Email: [bhoyland@flagstaff.ab.ca](mailto:bhoyland@flagstaff.ab.ca)  
Direct: (780) 384-4104

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.



## HEALTH AND SAFETY OFFICER

CLASSIFICATION:	<b>Administrative</b>	GRID LEVEL:	<b>Grid A, Level 6</b>
DEPARTMENT:	<b>Administration</b>	SUPERVISOR:	<b>Chief Administrative Officer</b>
STATUS:	<b>Permanent Full Time</b>	WORK HOURS:	<b>7 hrs/day - 35 hrs/wk</b>

### SUMMARY OF POSITION

The Health and Safety Officer is responsible for coordinating health and safety initiatives for Flagstaff County by ensuring all departments have the information and support required to carry out their responsibilities in compliance with the Occupational Health and Safety Act and the County Health and Safety Program.

### QUALIFICATIONS

1. A minimum of three (3) years of Occupational Health and Safety experience, including investigations experience, with a thorough understanding of legislation pertaining to Occupational Health and Safety standards.
2. Certification in Occupational Health and Safety.
3. Possess or ability to obtain a Certified Peer Health and Safety Auditor certificate would be an asset.
4. Training certification as an instructor for Health and Safety Program requirements.
5. Demonstrated ability to work effectively, both independently and cooperatively in a team environment.
6. Highly developed written and verbal communication skills, with a proficiency in Microsoft Office applications.
7. Valid Class 5 Alberta Driver's Licence

### KEY RESPONSIBILITIES

All areas of responsibility shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Responsible for administering and monitoring the directives under the Health and Safety Program to provide legislative compliance with the Alberta Occupational Health and Safety Act, Regulations and Codes and all other applicable legislation as well as meets the Alberta Municipal Health and Safety Association (AMHSA) audit, as follows:
  - a. Safety Rules – ensure that employees are following the safety rules which govern and control the conduct or action at County worksites in order to promote a safe work environment. These safety rules are necessary to comply with the Occupational Health and Safety Act, Regulation and Code, as well as other acts and regulations. The safety rules shall be reviewed a minimum of every three (3) years.
  - b. Hazard Identification, Assessment and Control - ensure all hazards that pose a threat to the well-being of this municipality's employees and property are identified and evaluated so that the appropriate controls can be implemented to eliminate or minimize the impact of the hazards. This shall be completed whenever a new worksite or process is introduced into the workplace.
  - c. Personal Protective Equipment (PPE) - ensure that employees receive and are trained in the use, maintenance and limitations of approved PPE and that it is used properly by all employees, as required.
  - d. Safe Work Practices and Job Procedures - ensure that every piece of equipment and task has a safe work practice or job procedure in place to assist employees in doing their jobs safely; and review regularly to make revisions when necessary.
  - e. Preventative Maintenance – the County is committed to the preventative maintenance of all equipment and tools in order to keep them in safe condition and prevent injury to people and damage to property; therefore, a Preventative Maintenance Program shall be established and adhered to.
  - f. Formal Workplace Inspections – in order to identify and control hazards before they can cause personal injury, all County facilities and worksites shall be included in an Inspection Program.
  - g. Emergency Preparedness and Response – emergency response procedures will be developed and reviewed regularly to cover a wide variety of emergencies. Ensure employees are trained in the emergency response procedures and the use of emergency response equipment. Emergency response equipment will be made available and serviced in compliance with the Occupational Health and Safety Act, Code and Regulations, the Alberta Fire Code, CSA Standards and other applicable legislation.

- h. Incident Reporting and Investigation – Conduct investigations of all incidents and near misses to determine the cause or causes and implement appropriate controls in order to prevent future occurrences. Any incidents which must be reported to the Workers Compensation Board and/or Occupational Health and Safety will be done so immediately and within the requirements of those organizations; compile incident investigation reports and submit to the Health and Safety Leadership Committee; assign the corrective measures to the appropriate employees.
  - i. Violence and Harassment Prevention – the County is committed to taking whatever steps are appropriate to protect our employees from the potential hazards associated with violence and harassment in the workplace.
- 2. Assists in developing short and long term strategic plans for health and safety by evaluation of current initiatives, identification of needs and obtaining input from management, supervisors and employees.
- 3. Prepares, monitors and is responsible for the annual Health and Safety Program budget in the approved business plan.
- 4. Leads activities to maintain the County’s Certificate of Recognition (COR) and participation in the Partnership in Injury Reduction (PIR) Program.
- 5. Coordinates and prepares agendas for the required Health and Safety committees throughout the organization to meet legislation and PIR/COR requirements.
- 6. Ensures completion of internal audits and participates in external audits for other municipalities safety and loss prevention programs.
- 7. Develop and prepare safety orientation packages for all employees and monitor to ensure compliance.
- 8. Plans and organizes the annual Health and Safety Day.
- 9. Responsible for ensuring compliance with Flagstaff County Policies, the Health and Safety Program and the Human Resources guidelines and procedures.
- 10. Develop, maintain, monitor and enforce a Commercial Vehicle Compliance Program in order to maintain a satisfactory “Safety Fitness Certificate” and “Carrier Profile” which complies with applicable Provincial legislation and National Safety Codes Standards.
- 11. Perform any other duties as requested by the Supervisor.

APPROVED	Date:	CAO Signature:
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