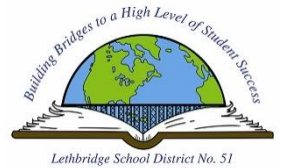


# LETHBRIDGE SCHOOL DISTRICT No. 51

## HUMAN RESOURCES

433-15 Street South  
Lethbridge, AB T1J 2Z4  
E-mail: hr.ata@lethsd.ab.ca



## Occupational Health and Safety Officer (New)

### Posting #N17 – OHS - 001

#### Profile:

Lethbridge School District No. 51 invites applicants who are energetic, experienced, and innovative for the position of Occupational Health and Safety Officer with duties to commence on October 1, 2017 or on a mutually agreed upon date. The City of Lethbridge has over 96,000 residents, and is the business and commercial hub for southwest Alberta. It is the home to the University of Lethbridge and Lethbridge College. It is a growing city with a breadth of business and industry, and variety of recreation and arts opportunities.

Lethbridge School District No. 51 is committed to a Workplace Health and Safety program that protects our staff, students, parents, and other workers who enter our property. Our commitment to safety is in accordance with standards outlined in the Alberta Occupational Health and Safety legislation.

The successful candidate will coordinate the development and delivery of the district's OHS program. The incumbent functions as an internal workplace safety resource, providing a wide-range of support to district personnel. The Occupational Health and Safety (OHS) Officer will be involved in conducting inspections, coordinating and facilitating district training, as well as providing significant support in hazard management and incident investigation. The incumbent also will support schools and the district office in records management and event tracking.

#### POSTING #N17 – OHS – 001

#### Primary Duties and Responsibilities:

- Promote health and safety as a value associated with every priority in the District.
- Ensure that all legislative requirements, specifically the Alberta Occupational Health and Safety Act, Regulation and Code, are met in all District operations;
- Coordinate the implementation of the district's program and track it to ensure goals and objectives are met each year;
- Collect and analyze data and information;
- Maintain incident reporting statistics;
- Create and providing a trend analysis to the district;
- Track, coordinate and/or facilitate training opportunities for district staff;
- Assist in the development of safe operating procedures;
- Assist in carrying out inspections of workplaces and takes necessary action to ensure compliance;
- Inspect and evaluate workplace environments, equipment, and practices, in order to ensure compliance with safety standards and government regulations;
- Coordinate regular meetings with project safety team to review issues, trends and upcoming conditions or events;
- Demonstrate the ability to summarize key issues, detail the positive and negatives of issues and support recommendations;

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### Qualifications:

- Occupational Health and Safety Diploma, plus two years related experience;
- Designation such as Board of Canada Registered Safety Professionals (BCRSP) is an asset;
- Knowledge of Occupational Health and Safety legislation and interpretation; hazards and work activities associated with the employer and contractor worksites;
- Knowledge of records management principles and the collection of appropriate safety documentation;
- Proficient in Microsoft software programs (Word, Excel, Publisher, Outlook);
- Strong teamwork skills with the ability to perform complex tasks on own initiative using considerable judgment;
- Strong organizational skills and the ability to balance competing priorities in a fast-paced dynamic environment.

Please email applications, including a cover letter, curriculum vitae, and a minimum of four references quoting competition number #N17 – OHS - 001 to the attention of:

Rik Jesse, Associate Superintendent Human Resources,

hr.ata@lethsd.ab.ca,

please include the competition # and last name, first name in the subject line.