

Job Information

Job title	Occupational Health & Safety Student	Job Code: STOHS	Pay Grade: A
Title of immediate supervisor	Occupational Health and Safety Manager		
Department/Division	Corporate Services / OHS		
Prepared by	N. Pallan		
Date Created	April 9, 2015	Revised date	April 27, 2022

Job Purpose

Provides technical occupational health and safety services for the District of Saanich.

Duties and Responsibilities

- Support the development and review of safe work practices, and annual review of exposure control plans.
- Assists with the implementation of Certificate of Recognition audit recommendations and assist with preparation for annual audit.
- Reviews and updates WHMIS inventories. Provides WHMIS training as needed.
- Updates asbestos inventory using hazardous materials surveys.
- Conducts sound level surveys at various locations. Compares survey results with hearing test trends as part of Hearing Conservation program.
- Reviews job descriptions, job demands analysis and categorizes jobs as part of risk assessment process.
- Supports development of comprehensive musculoskeletal injury prevention program.
- Assists Joint Occupational Health and Safety committees as assigned.
- Supports planning and coordination of Fall OHS training courses.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent plus one year of post-secondary education in Occupational Health and Safety
- One month Industrial and/or Occupational Health and Safety experience.
- An equivalent combination of education and experience may be considered.
- Valid Occupational First Aid Level 2 an asset.
- Valid B.C. Class 5 Driver's licence.

Physical Requirements

Work involves walking and climbing at a variety of indoor and outdoor work sites.

Working Conditions

Works indoors mostly but does need to travel to construction sites when required.