

**Nipissing University**  
**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Health and Safety Officer
<b>DEPARTMENT:</b>	Human Resources
<b>SALARY LEVEL:</b>	Three (3)
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-time Administration
<b>SUPERVISOR (POSITION TITLE):</b>	Manager, Health and Wellness

**SUMMARY OF FUNCTIONS:**

Reporting to the Manager, Health and Wellness the Health and Safety Officer will contribute to the advancement of an integrated model of health, safety, and employee well-being. This position supports the development and maintenance of a safe and healthy environment for staff and faculty. The Health & Safety Officer will provide advice, guidance, training, and programs consistent with legislation.

**DUTIES & RESPONSIBILITIES:**

**Health, Safety and Wellness**

**(60%)**

- Assist the Joint Health Safety Committee by preparing agendas and minutes, reviewing inspection reports and coordinating follow-up actions
- Ensure all relevant safety guidelines, policies, procedures, and training are properly developed, communicated, and complied with
- Conduct routine JHSC inspections to ensure compliance and resolution
- Assist with proactively improving safety procedures and processes
- Assist with investigating all injuries and property damage incidents, facilitate corrective action, conduct preventative safety audits and report findings
- Responsible for WSIB reporting for employees and placement students when necessary
- Coordinate the first aid program - coordinate training courses, maintain first aid stations, kits and supplies
- Endorse and execute a safety culture with a focus on influencing behaviours
- Maintain the automated emergency defibrillator program at the University, including necessary software upgrades
- Ensure appropriate spill response training and kits are in place for departments working with bio-hazardous materials
- Assist in maintaining Health and Safety website to ensure accuracy
- Coordinate and lead the Emergency Warden Team
- Assist with fire drills, lockdown drills, and other safety and security related exercises
- Participate in relevant committees, programs, initiatives etc.
- Participate in relevant equipment and system testing including public announcement system testing etc.
- Maintain the Health and Safety boards and digital information boards
- Support the coordination and development of employee wellness initiatives
- Highlight and promote campus wellness initiatives

**Biosafety**

**(30%)**

- Ensure labs are operating in a compliant manner

- Ensure lab signage meets legislative requirements
- Assist with the development and review of lab safety manuals
- Assist with the development and review of Standard Operating Procedures
- Assist with hazardous waste management for the university as a whole
- Liaise with lab technologists with various biosafety tasks

#### **Training/Other**

**(10%)**

- Prepare, coordinate, and deliver relevant/required training
- Maintain current records, ensure compliance, and produce reports, where necessary
- Complete annual training audit
- Maintain up-to-date knowledge of relevant legislation (Occupational Health & Safety Act, Human Rights, Employment Standards Act, etc.), collective agreement requirements, policies, etc.
- Act as backup support for other Human Resources functions, as required

#### **Any other duties as assigned.**

#### **QUALIFICATIONS:**

**Education:** A relevant University degree is required. Canadian Registered Safety Professional (CRSP), and/or CHRP (Canadian Human Resource Professional) designation would be considered an asset.

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

#### **Training, Experience, Knowledge & Skills Required:**

- Two or more years of related experience, preferably within a post-secondary setting
- Ministry of Labour, Immigration, Training and Skills Development (MLITSD), Joint Health and Safety Level 2 Certification required
- Current Standard First Aid, CPR & AED training required
- Workplace Hazardous Materials Information System (WHMIS 2015)
- Relevant experience in delivering training to various employee groups
- Ability to multi-task, set priorities, and respond to several simultaneous demands daily
- Comprehensive knowledge of relevant legislation, including the Occupational Health & Safety Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Employment Standards Act etc.
- Excellent organization, time-management, analytical, problem-solving, prioritization and critical thinking skills
- Excellent communication, interpersonal and presentation skills
- Strong administrative computer skills
- Must have the ability to work with diverse populations, respond to needs in a sensitive, positive and confidential manner
- Good understanding of the Fundamentals of hazard control (Engineering, Administrative, PPE)

#### **POSITION RELATIONSHIPS:**

**Supervised by:** Manager, Health and Wellness

**Internal:** Students, faculty, staff

**External:**

- Canadore College staff including Campus Security Services
- Various health and safety organizations, providers, and suppliers (WSIB, PSHSA etc.)
- Government Agencies (MLITSD etc.)
- Other Ontario universities
- Emergency services personnel

**MATERIALS UTILIZED:**

- Standard office equipment
- University policies and procedures, guidelines, collective agreements
- Relevant legislation (Occupational Health & Safety Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Canadian Biosafety Standards, Employment Standards Act, etc.)
- Website editing software
- Colleague

**PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Physical ability to conduct workplace inspections in all campus buildings
- A mix of sitting, standing, and walking
- Ability to respond to competing demands and shifting priorities

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I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

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Employee Name (please print)

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Employee Signature

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Date

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**Approvals**

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Supervisor

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Date

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Human Resources

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Date