

# Eastholme – Home for the Aged

## JOB DESCRIPTION



<b>Position Title:</b> Health & Safety Specialist	<b>Reports to (Direct):</b> Administrator
<b>Department:</b> Administration	<b>Classification:</b> Non-union staff
<b>Hours per Week (regularly scheduled):</b> 40 hours per week	
<b>Effective Date:</b> September 2022	<b>Revision Date:</b> NEW

### Position Synopsis and Purpose

(An overview of the job and how it connects to the big picture)

Reporting to the Administrator, the Health & Safety Specialist will support the development, implementation and maintenance of the Home's Occupational Health and Safety Program compliant with health and safety legislation and standards. The Specialist works closely with members of the Management team, providing advice and recommendations related to occupational health and safety matters that arise in a long-term care environment.

This role will maintain and support all Safety and Disability Management programs with primary responsibilities of coordinating the activities related to WSIB claims management, non-occupational disability management, hazard and risk assessment, developing control measures and reviewing and revising policies/procedures.

This role also participates in Joint Health and Safety Committee activities, investigating workplace injuries/ incidents and providing appropriate recommendations to management to improve safety and reduce the Home's WSIB costs. Some general HR guidance and support will also be required of this role.

### Major Responsibilities (include but are not limited to):

(What does this job do and how is the time allocated)

All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

- Provide guidance and support to managers and staff on health and safety (H&S) matters including WSIB claims and disability management.
- Assess/ audit H&S program needs, recommend policies, procedures and other written measures that include but are not limited to, safe work practices, safe working conditions, and immunization and inoculation against infectious diseases.
- Gather information relative to regulatory requirements, industry standards, and best practices to aid in the development or revision of policies, procedures, and programs to ensure compliance with relevant legislation.
- Identify, develop, and promote staff education related to H&S needs, including the proper use of personal protective equipment (PPE), ensuring compliance with mandatory H&S Awareness training completion.
- Serve as the lead for the general orientation program in H&S for all new hires.
- Prepare and track Safety Talks, participating in the delivery of the same, as required.
- Coordinate or conduct incident investigations, in conjunction with department managers; prepare reports and make recommendations for corrective actions; track and follow-up on recommendations.
- Administer WSIB claims, including completion of Form 7, maintaining records, preparing, and communicating modified work proposals and acting as a liaison with the WSIB, managers and payroll.
- Work with managers and/or consultants to ensure hazard assessments and job demands analyses are prepared and maintained.
- Support, coach and coordinate employees and managers on leave requests and accommodations requiring special attention (e.g., medical leaves of absence, pregnancy/ parental leave, family status accommodations, etc.).

- Collaborate with Managers on employee absences and return-to-work processes for both occupational and non-occupational related cases.
- Support the Joint Health & Safety Committee, including participating in meetings; preparing agendas; taking and distributing minutes; coordinating, participating in and tracking monthly H&S inspections and corrective actions; and providing reference materials.
- Produce reports and statistical information; analyze trends and present findings and/or recommendations to assist the management team in managing their workforces.
- Collaborate with the Manager, Infection Prevention & Control on safe practices and requirements within the Home.
- Ensure employees eligible for the Eastholme benefits program are enrolled in the program on a timely basis
- Support the Administrator with other HR related matters, as required.
- Work in compliance with the Occupational Health & Safety Act, practicing and promoting safe working habits, performing duties in a safe manner and follow all relevant policies, procedures, and legislation. This shall include wearing appropriate PPE as required.
- Maintain confidentiality in accordance with all applicable privacy and protection legislation.
- Perform other related duties as required.

### **Skills, Experience and Qualifications:**

(What an applicant is expected to bring to the role in terms of Education (Degree/ diploma/ certifications) Experience, Knowledge, Skill, and Ability)

- Post-secondary education in Occupational Health and Safety or another related discipline.
- Joint Health and Safety Committee Certification (Parts I and II) and up to date First Aid including CPR.
- CRSP (Canadian Registered Safety Professional) designation is desired. If no designation, then must be capable and willing to obtain within a reasonable period of time.
- A minimum of three (3) years' experience in health and safety program delivery and management – preference for this experience to come from the healthcare sector.
- Claims management experience in a unionized environment is an asset
- A “safety first” attitude.
- Knowledge of the applicable acts, legislation and regulations governing Health & Safety in long-term care (e.g., Health Care Health and Safety Program and O.Reg. 67/93) as well as general Employment Standards legislation.
- Experience with investigating, interviewing, documenting, and reporting incidents and accidents.
- Ability to develop suitable accommodation plans for employees (occupational and non-occupational injury).
- Comfort with delivering H&S Training programs to individuals and employee groups.
- Clear and concise oral and written communication skills with accuracy in details.
- Proactive and oriented to make improvements in systems and procedures.
- Passionate about working with others, with strong interpersonal and communication skills
- Collaborative approach that encourages employees to bring forward new ideas and/ or safety concerns.
- Continuous improvement mindset, and the ability to solve problems.
- Ability to work weekends/irregular shifts during emergencies is a requirement.
- Proficient with MSOffice and other applications – experience with H&S software such as Parklane is an asset.
- Ability to work well both independently and as part of a team.
- Must provide a complete and current (within six months) Vulnerable Sector Check (including a Criminal Background Check) or be willing to obtain one.
- Must be willing to obtain any, and all, required immunizations as set out by legislation or regulations.

### **Scope of Duties & Initiative Required:**

(What decisions will this role be responsible for, what issues or situations will they be dealing with on a regular basis, how do they use their judgment and when do they need to escalate to a supervisor for direction or resolution?)

The incumbent has a sound knowledge of a range of occupational health and safety topics, drawing on the past experiences and knowledge from management team members and the IPAC expert. The H&S Specialist will receive and respond to health and safety and non-occupational absence inquires and prepare and develop technical content for health and safety programs, safety talks, training, etc. The incumbent will research, analyze and assess technical materials in an in-depth manner in order to provide answers to inquiries and prepare and develop applicable health and safety content and/ or accommodation plans, etc.

This position requires excellent time management skills and organizational skills to handle at times multiple competing priorities within established deadlines, as well as to deal with the volume and variety of inquiries received. The incumbent must use professional judgment, knowledge and experience when developing content and responses to

inquiries. In some cases, knowledge on a particular subject is incomplete, inconclusive, or contradictory and determination must be made as to the most appropriate information to be included, the level of detail and the best approach to explain the concepts to the selected audience.

There may be occasions when specialist knowledge is required to provide advice and information when literature references and precedents do not exist; as well the ability to synthesize and communicate complex information for appropriate audiences. Decisions outside the norm will be made in consultation with others.

**Financial Responsibilities:**

(What responsibility or accountability will this role have for budgets, spending, etc.)

This role has limited financial responsibilities within the Home. It will be expected to provide information on what resources may be required, make recommendations on suitable expenditures for H&S training programs and make purchases within an approved spending limit.

**Leadership, Supervision and Functional Advice:**

(Who will this role have responsibility or accountability to oversee, coordinate the work of, or provide functional guidance to)

This role does not have day-to-day supervision of any other staff members within the Home.

This role will be the Home’s subject matter expert on the occupational health & safety and workplace accommodation programs and provide functional advice and training to all staff. The role does provide support and guidance to employees and managers with the standard interpretation and implementation of H&S policies and practices.

**Communication and Influence:**

(Description of the nature of people interactions)

Frequency Legend
<b>Constant</b> – every day for most of the day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

**Internal:**

Constant contact with colleagues, including management, to exchange information, resolve problems, and clarify issues with the goal of ensuring understanding.

**External:**

Regular contact with service providers over the phone, via email or in-person.

Regular to frequent contact with WSIB to discuss occupational absences and return to work programs, etc.

**Work Conditions/Physical/Mental Effort**

Frequency Legend
<b>Constant</b> – every day for most of the day
<b>Frequent</b> – daily
<b>Regular</b> – weekly
<b>Occasional</b> – bi-weekly to monthly

**1. Hours of Work** (check all boxes that will apply to the **typical** hours of work for this job)

Regular (830 AM – 430 PM)	<input checked="" type="checkbox"/>
Day Shift (600 AM – 200 PM)	<input type="checkbox"/>
Evening Shift (200PM – 1000 PM or 230 PM to 1000 PM)	<input type="checkbox"/>
Night Shift (1000 PM – 600 AM)	<input type="checkbox"/>
Weekdays (Monday to Friday)	<input checked="" type="checkbox"/>
Weekends (Saturday/ Sunday)	<input type="checkbox"/>
Statutory Holidays	<input type="checkbox"/>
On-Call (How often? Expand below):	<input type="checkbox"/>
Over-time (How often? Expand below):	<input checked="" type="checkbox"/>
As required to complete work and in the cases of emergencies in the Home.	

## 2. Work Environment

	Constant	Frequent	Regular	Occasional
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attend internal/external meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time spent travelling or at offsite meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frequency of interruptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interaction with irate/aggressive individuals (residents, family members, employees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to emotionally charged situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multiple time demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bodily fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Odours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disease/ Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Repetitive movement (i.e., keyboarding)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects up to 15 lbs/kgs:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PPE worn on a regular basis (list type):				
• Mask	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• N95 based on point of care assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Gown, gloves, mask and goggles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Types of tools used (list type):				
• Computer equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Position Classification

(Where this position fits with the rest of the organization – Organizational Chart with up/down reporting relationships)

