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POSITION:	Health & Safety/Emergency Planning Assistant
Department:	Human Resources
Reports to:	Human Resources/Emergency Planner

POSITION SUMMARY:

Purpose of the division is to coordinate, develop, implement and promote health & safety in the workplace as well as community emergency response planning. In this context, the municipality is reviewing the current policies and procedures, forms, documents and altering to meet current legislation as well as creating an in-house training program in order to meet compliance in both Health & Safety and Emergency Management.

DUTIES AND KEY RESPONSIBILITIES:

The Health & Safety Coordinator and Emergency Planner Assistant requires efficient and effective computer and organizational skills as well as the ability to work with minimal supervision.

Activities include but are not limited to:

- GIS data retrieval;
- Data Entry – Health & Safety Policies and Procedures, Emergency Planning;
- Creation of Forms;
- Record Keeping – Training, Inventory and Compliance data;
- Access/Excel/Publisher/Power Point – Newsletters, Job Hazard Analysis Assessments; Vital Service updates and Emergency Support Plans
- Internet Research – Training, Promotion, Public Education and Awareness, Website;
- Office equipment use (fax, copier, scanner); and
- Filing – Filing Management System and Master Policy Binders.

This position also includes:

- Assisting with the day to day operations of the Health & Safety and Emergency Management area including responding to inquiries in person or by telephone, creating documents, copy, typing and research work.

QUALIFICATIONS:

- Current full-time enrolment at an educational institution;
- Returning to full-time enrolment in the fall at an educational institution;
- Valid Class G Driver's License with a clean abstract; and
- Demonstrated public relations skills.

February 2012