



JOB DESCRIPTION

JOB TITLE	Assistant, Human Resources (Health and Safety)
JOB LEVEL	B
DEPARTMENT	Organizational Support Services, Human Resources
SUPERVISOR	Manager, Organizational Support Services (Human Resources)

POSITION SUMMARY

The Assistant, Human Resources (Health and Safety) provides organizational support by assisting the Safety Specialist and the Trainer, Health and Safety, with responsibility for clerical tasks related to the Joint Health and Safety Committees of the Board.

DUTIES AND RESPONSIBILITIES

- Take and distribute minutes for the Joint Health and Safety Committees as required by legislation.
- Complete and file documents related to employee accidents, correspondence and documents required by the Safety Specialist.
- Process mileage claims for members of the Joint Health and Safety Committees.
- Monitor supplies and place orders through Board systems for school health rooms.
- Enter all maintenance requests related to health and safety concerns in facility information management system.
- Update and maintain health and safety websites and email sites in consultation with Safety Specialist and Trainer, Health and Safety.
- Input, update and maintain records related to mandatory health and safety training.
- Arrange room bookings, catering for workshops and meetings.
- Process payments for materials and services.
- Receive and redirect calls related to emergencies or health and safety concerns in the absence of the Safety Specialist.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.