#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Health and Safety Assistant

**Job Number:** X-406 | VIP:1685

**Band:** EXEMPT-2

**Department:** Human Resources

**Supervisor Title:** Manager, Environmental, Health & Safety

**Last Reviewed:**  June 26, 2024

#### **Job Purpose:**

The Health and Safety Assistant will perform a variety of administrative functions to help support the Manager, Environmental Health & Safety in achieving effective operations within Health and Safety, including supporting the implementation of efficient University Health and Safety protocols and systems. The incumbent will provide answers to staff, faculty and students who have general questions about Health and Safety related matters, while ensuring compliance with Legislation, Policies and Collective Agreements.

#### **Key Activities:**

* Provides support to the Manager, Environmental Health & Safety, including preparing agenda’s, taking notes for meetings, updating website pages, and conducting research as needed.
* Work with Manager, Environmental, Health and Safety to ensure annual health and safety goals and targets are met, to reduce workplace incidents, and continual improvement.
* Assists in the coordination of Health and Safety related training and communication.
* Oversee the maintenance of the First Aid Program, including tracking first aid kit inspections, distributing supplies as requested, and ordering supplies.
* Assists Joint Health and Safety Committee in improving workplace inspection tracking system.
* Responsible for ensuring Joint Health and Safety Committee workplace inspections are conducted as per the OHSA.
* Reviews workplace inspection reports to ensure appropriate corrective actions have been put in place in compliance with OHSA. Advises and works with Managers to identify solutions to workplace hazards and deficiencies.
* Responsible for tracking, managing, and investigating workplace-related incidents and near-miss reports. Works with management to ensure that adequate incident investigations and corrective actions have been completed and documented by supervisors in response to workplace injuries and incidents.
* Responsible for providing administrative support and working closely with Manager, Environmental Health & Safety on all committees/projects assigned.
* Responsible for maintaining the Health and Safety website, and updates when necessary.

#### Education Required:

* General University Degre in a related field.

#### Experience/Qualifications Required:

* One (1) to two (2) years of administrative experience. Preferred experience in a Human Resources Department or Health and Safety.
* Intermediate level computer skills required.
* Excellent customer service skills.
* High level of attention to detail and accuracy.
* Excellent communication skills; demonstrated tact, diplomacy and ability to maintain confidentiality.
* Ability to work under minimum supervision and as part of a team.
* Attention to detail as well as time management / organizational skills and provide excellent customer service to all internal and external clients