

Health and Safety Officer

Job Ad: 300-26-004

Purpose

The Workplace Health and Safety Officer is responsible for administering, maintaining, and enhancing the Manitoba First Nations School System (MFNSS) workplace health and safety program. This position supports all aspects of the program, including hazard identification, upholding safe work procedures, developing and delivering safety training, and leading MFNSS health and safety initiatives. The Workplace Health and Safety Officer is a member of the MFNSS safety committee and supports site-based committees. Compliance with health and safety regulations will ensure that related legislation requirements are followed. MFNSS Health and Safety Officer will promote safety awareness among workplace employees, advise management on associated laws and regulations, prepare safety policies, and train employees on safety and health-related issues. The Health and Safety Officer supports the maintenance and updates of the health and safety records of the schools and analyzes data for the decision-making process by the school administration and management.

Qualifications, Education & Experience

- A certificate or college diploma in occupational health and safety or certification of Occupational Health and Safety Officers from the Board of Canadian Registered Safety Professionals (BCRSP) combined with related experience managing Health and Safety projects;
- Acceptable combination of education, training, and experience;
- Manitoba Advanced Safety and Health Auditor Training;
- Five years of related experience in providing progressive workplace health and safety administrative services;
- Working knowledge and experience in environment, health, and safety, emergency, and safety procedures;
- Working knowledge and understanding of relevant laws and regulations related to the environment and workplace health and safety;
- Experience in Health and Safety management with two years of supervisory experience in Health and Safety;
- Knowledge of WHMIS, The Workplace Safety and Health Act, and safe work procedures;
- Experience with working directly with First Nations and knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nations communities;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Proven practical oral and written communication skills in technical and plain language writing and presentation skills;
- Fluency in a First Nations language is considered an asset;

- Computer literate and proficient;
- Good organizational skills;
- Ability to maintain effective work relationships;
- Possess a valid Class 5 driver's license and a reliable vehicle;
- Flexible to travel to First Nations schools throughout Manitoba; and

Interested applicants are invited to submit their resume and cover letter (please state position title, quoting *Job Ad #*), along with (3) professional reference listings (including recent employer reference) to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490

Preference will be given to qualified First Nations applicants and are asked to self-declare on application and all applicants must be entitled to work in Canada. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:

