



JOB DESCRIPTION

JOB TITLE:	Health & Safety Clerk – Canada Summer Jobs
DEPARTMENT:	People and Culture
CLASSIFICATION:	Student
REPORTS TO:	Executive Director People & Culture
HOURLY RATE:	\$22.00

JOB SUMMARY:

The Health and Safety Clerk is responsible for developing, implementing, and monitoring safety protocols to ensure a safe and compliant work environment. This role requires proactive risk assessment, training, and collaboration with employees to foster a culture of safety.

The Health and Safety Clerk is a **temporary full time position** funded through the Canada Summer Jobs program. As with all employees, the worker in this position is required to have a commitment to the vision, mission and values of Menno Place performing duties following Menno Place policies and procedures and ensuring the provision of *Resident and Family Centred Care (RFCC)* while safeguarding staff and residents.

This position requires teamwork, communication and cooperation. It is the expectation that the individual in this position contributes to a positive, safe working environment, takes instruction well and cooperates with their supervisor and co-workers. This person manages their time well and participates in continuous quality improvement of services provided.

DUTIES & FUNCTIONS:

- Develop and enforce workplace health and safety policies in compliance with local and federal regulations.
- Conduct regular safety audits and risk assessments, documenting findings and implementing corrective measures.
- Coordinate safety training programs and maintain training records.
- Investigate workplace incidents, identify root causes, and recommend prevention strategies.
- Serve as the point of contact for safety-related issues and ensure adherence to safety protocols.
- Complete WorkSafe BC documentation and field related inquiries.
- Attend and prepare Joint Occupational Health And Safety Committee documents.

QUALIFICATIONS

Education, Training and Experience

- Working towards a Bachelor's degree in Occupational Health and Safety, Environmental Science, or a related field.
- 1 - 2 years of experience in health and safety coordination or a similar role.
- In-depth knowledge of safety regulations and best practices.
- Strong problem-solving skills and attention to detail.
- Excellent communication and ability to conduct training sessions.

As per the Canada Summer Jobs program, eligibility requirements are:

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment** and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Skills and Abilities

- Demonstrated ability to communicate effectively in English both verbally and in writing.
- Demonstrated courteous and collaborative interpersonal skills including the ability to work as a member of a team.
- Demonstrated ability to organize and utilize resources as provided.
- Collaborates with leaders to promote a cooperative and constructive environment for improvement that consistently meets the needs of residents, families, staff, and the community.
- Self-confident in learning abilities with a willingness to ask questions.

Health & Safety

- Accountable for occupational health and safety and related activities of residential care staff.
- Is aware of their rights and responsibilities under the BC Occupational Health and Safety Act and follows all health and safety policies and procedures.
- Works safely to reduce the risk of injury to self, co-workers, and residents.
- Is alert to and promptly reports all actual or potentially hazardous situations to immediate supervisor.
- Does not operate or use faulty equipment.
- Promptly reports personal injury to supervisor and seeks first aid as needed.
- Participates in fire safety demonstrations, fire and code drills and knows the community fire and disaster plan.
- plan.

In the online application, you will be required to:

- Upload a Resume (PDF, Word doc)

- Supply two Employment History references including Contact Information of Company and Immediate Supervisor
- Supply three references with contact information (2 work-related references, 1 character reference)
- Upload Record of Immunization (digital file upload – JPG or PDF)
- Upload Criminal Record Check done in past 12 months (digital file upload – JPG or PDF)

We thank all applicants however only those short-listed candidates will be contacted.

[Click Here to Apply Online](#)