

Category: Health & Safety

Subject: Employee Health Coordinator Responsibilities

Policy:

The Employee Health Coordinator (EHC), under the direction of the Human Resources and Finance Director, is responsible for developing and delivering programs which promote the health and safety of all employees by assessing consumer transfer and handling needs, equipping staff to meet those needs, providing leadership in returning injured or ill employees to work and conduct investigations as directed. The EHC will also facilitate training and orientation sessions, act as a key resource in the development of health and wellness strategies and maintain a position on the Joint Health and Safety Committee as a management representative.

Transfer and Lifting Assessment

- Develop a transfer needs assessment tool which may be implemented by supervisors prior to individuals beginning service
- Act as a resource to supervisors around special or difficult transfer situations by providing onsite transfer needs assessments
- Determine, in conjunction with supervisors, consumers and attendants, the most appropriate transfer and/or handling method and provide individualized training to attendants and consumers as required
- Respond to requests by supervisors to reassess transfer needs as consumer's situations change

Employee Education

- Develop and deliver transfer and lifting education program for all new attendants focusing on basic back health, body mechanics and transfer techniques
- Develop and deliver specialized training programs for individual attendants or attendant groups to address specific needs (as identified by either the supervisor, the consumer or the attendant) such as preventative exercise and fitness
- Assume a key role in monitoring and delivering ILCWR's training initiatives

Return to Work Management

Category: Health & Safety

Subject: Employee Health Coordinator Responsibilities

- Act as a resource to attendants and supervisors in facilitating post-injury return to work by assessing attendants abilities relating to job requirements
- Developing the return to work and modified work plans
- Monitoring the progress of injured employees
- Assume primary contact role for RBC for each claim
- Recommend presentation policy directions and strategies for the agency based on analysis of injury statistics and trends.

Occupational Health and Safety

- Act as a member of and resource to the agency's Joint Health and Safety Committee including coordination of meetings and implementation of initiatives arising from the Health and Safety Committee
- Lead in the development and implementation of ILCWR's Health and Safety Policy including ongoing research into legislative requirements and trends within the community
- Lead in the development of programs aimed at prevention of injury and general health promotion
- Assume responsibility for implementation of WHMIS

Additional Responsibilities:

- Maintain current knowledge of legislations and changes which affect ILCWR's service delivery as it relates to the health and safety of employees including but not limited to Occupational Health and Safety Act, WHMIS, Employment Standards and duty to accommodate legislation
- Prepares articles for publication in staff newsletters and updates to promote general health and wellness and specific concerns indentified by members of the management ream
- Act as a resource to consumers and supervisors by researching and recommending appropriate equipment for lifts and transfers.
- Conduct accident/injury and workplace violence investigations and coordinate the follow-up process with relevant stakeholders, as directed.

Category: Health & Safety

Subject: Employee Health Coordinator Responsibilities

- In conjunction with Leadership Team, review/revise the health and safety program and policy
- Meet at least quarterly with Leadership Team to review injury/incident statistics and trends
- Conduct N95 Fit Testing assessments on new staff as required

Training:

Complete JHSC Certification and any other relevant H & S education as identified from time to time.

Maintain up to date certification in Standard First Aid/CPR.

Maintain up to date N95 Fit Testing Assessment.

Evaluation:

A review of the employee health coordinator responsibilities will be done on an annual basis and will include a measure of compliance of each health and safety responsibility.

Forms:

- Training records