

Job Description: Prevention Steward (Pilot Project)
Bargaining Unit: Facilities Bargaining Association (FBA)
Term: May 16, 2022 to May 15, 2024 (may be extended by up to one (1) year)
Hours of Work: 37.5 hours/week on a regular schedule Monday to Friday

Job Summary:

The Prevention Steward plays a collaborative role in supporting, developing and educating their region's Joint Occupational Healthy and Safety Committee (JOHSC) FBA committee members, supporting and raising employee awareness around workplace health and safety and injury prevention and liaises and participates with employers on health and safety initiatives. The Prevention Steward has expertise and is qualified in the area of occupational health and safety and workplace injury prevention.

The Prevention Steward role is a time-limited, full-time role established through the Prevention Steward pilot project. Wage rates and benefits will be according to the successful applicant's existing classification and increment step under the FBA Collective Agreement. Upon completion, the Prevention Steward will return to their regular position(s) and/or casual list. A Prevention Steward's duties, responsibilities, reporting requirements and qualifications are described below in more detail.

I. Role and responsibilities

The Prevention Steward will work collaboratively with:

1. JOHSC Committee

- Work with and support their region's FBA members on their assigned JOHSC(s) in their development of skills to carry out prevention activities. This may include supporting those members in developing the skills and confidence to meet their obligations as committee members per the Workers Compensation Act, the Occupational Health and Safety Regulation, and the region's corporate policies (e.g. number of worker reps, training, inspections, investigations, reporting, making recommendations for corrective action, etc.).
- Provide support, as appropriate, to their assigned JOHSC(s) incident investigations and workplace inspection process by supporting a FBA JOHSC member or, if appropriate and permitted, stepping in when a FBA JOHSC member is not available.
- Act as a liaison between site-based JOHSC and the Regional OHS Committee.
- May attend JOHSC meeting(s) on an ad hoc basis as a guest to observe or present on the pilot project work and initiatives, at the invitation of the JOHSC.

2. FBA members

- Act as liaison between FBA members within their region and the FBA on health and safety issues including hazard identification and prevention.
- Provide information, promote, and support staff learning opportunities and development to FBA members about:

1. Resources for resolving health and safety problems (e.g. Region's Workplace Health and Safety Team, JOHSC, etc.);
2. Workers' health and safety rights and responsibilities under the Workers Compensation Act and Occupational Health and Safety Regulations (the provincial law covering workplace safety), the FBA Collective Agreement and the region's corporate policies;
3. The importance of reporting all injuries and illnesses; and
4. The importance of reporting early signs and symptoms of illnesses such as sore hands, wrists and shoulders.

3. Employers

- Act as liaison to employers in safety prevention strategy development and the evaluation of ongoing safety programs.
- Participate as requested by the employer in the development of employer initiatives aimed at reducing hazards in the workplace.

4. FBA/HEABC

- Support FBA and HEABC in the assessment and evaluation of the Prevention Steward pilot project (e.g. analyzing workplace safety data, reporting on Prevention Steward projects and initiatives, etc.).

II. Reporting

- The Prevention Steward will report to and meet with HEU OHS Department staff on a weekly basis to report on their work, share experiences, and problem solve any outstanding issues. The Prevention Steward will submit a weekly report to HEU OHS Department staff outlining their previous week's activities and ongoing FBA and employer initiatives, which reports HEU will share with HEABC at their joint monthly meetings. The Prevention Steward will also submit to HEU for approval any receipts for approved training, tools and/or travel costs.
- While supporting any employer initiative, the Prevention Steward will also report to and meet with the applicable employer representative(s) on a weekly basis, or as otherwise agreed.
- The Prevention Steward may also be invited to attend monthly joint meetings between FBA and HEABC OHS staff regarding the pilot project.

III. Qualifications

- FBA member in the assigned region, who has previously completed all required employer training for their current role.
- Minimum of three (3) years experience as a JOHSC worker representative or equivalent.
- Previous Occupational Health and Safety education and training: Completion of HEU 2 day Intro OHS or the equivalent and Provincial Violence Prevention Curriculum.