



MUNICIPAL POLICY HANDBOOK

CODE NUMBER:

1048

CATEGORY:

Management & Organizational

Functions

SAFETY OFFICER

1. Purpose of Position

Reporting to the Director of Agriculture and Emergency Services, the Safety Officer will coordinate and supervise all aspects of the County's Health & Safety and Risk Control Programs for Athabasca County staff, contractors and volunteers in order to help prevent injuries and workplace incidents and reduce risk through education and awareness.

2. Major Duties of the Position

- 2.1 Coordinate the development and maintenance of the County Health, Safety and Risk Control programs.
- 2.2 Coordinate the development, updates, and maintenance of the County safety and risk management manuals, and other records.
- 2.3 Working with the appropriate staff, develop and implement Safe Work Practices for specific tasks in all municipal operations.
- 2.4 Coordinate staff education on safety practices as well as risk management strategies through postings, courses, seminars and training sessions and provide Safety orientation for all staff.
- 2.5 Ensure the County Health and Safety program meets Alberta Municipal Health and Safety Association (AMHSA) audit requirements and government legislation.
- 2.6 Ensure the County Risk Control Program meets AAMD&C risk management program criteria.
- 2.7 Maintain Health and Safety records, statistics and program administration.
- 2.8 Perform annual audits on Health and Safety program.
- 2.9 Research, analysis and interpretation of current safety legislation and report to staff as required.
- 2.10 Ensure that personal protective equipment, first aid kit supplies, and emergency response equipment complies with current legislation.

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Major Duties of the Position (Continued . . .)

- 2.11 Ensure that personal protective equipment, first aid kit supplies, and emergency response equipment complies with current legislation.
- 2.12 Prepare Policies for Health and Safety as well as the Risk Control program.
- 2.13 Report regularly to the County Manager and Council on Health, Safety and the Risk Control program.
- 2.14 Act as a liaison between County, Provincial and Federal Health and Safety authorities.
- 2.15 Coordinate and conduct inspections of County facilities, job sites and contractor worksites for safety compliance.
- 2.16 Investigate and review all workplace incidents for trends, causes and make recommendations to prevent recurrence.
- 2.17 Act as a Chairperson for the Joint Health & Safety and Risk Control Committees.
- 2.18 Prepare and administer annual budget for Health, Safety and Risk Control.
- 2.19 Report to Occupational Health and Safety, Worker's Compensation Board, and other regulatory authorities as required.
- 2.20 Assist in the administration of a Disability Management program.

3. Qualifications:

- AMHSA Certification as a Municipal Health and Safety Advisor
- Preference given to individual with AMSHA auditor certification.
- Effective communication (oral and written) and presentation skills.
- Computer skills (Microsoft Office, Word, Excel)
- Budgeting experience
- Problem solving and decision making skills
- Public relations and communication skills
- Ability to deal with confidential and sensitive information and issues
- Experience working with organizational committees
- Training in Risk Management principles and programs

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