

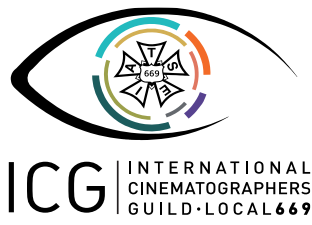
## **SAFETY COORDINATOR | FULL-TIME | PERMANENT**

### **Full Job Description**

- Primary investigator and point of contact for member driven complaints as it pertains to safety and bullying and harassment
- Act as ICG 669's representative for Occupational Health and Safety Officer (OHS) and Joint Health and Safety Committee (JHSC) matters
- Review all OHS, EIRs, Form 7's from productions - file and email to crew and follow up with productions
- Respond to member and production issues and schedule meetings when necessary
- Help enforce collective agreements and applicable legislation by identifying violations
- Follow up on accidents with an investigation for presentation to ICG 669's Executive Board
- Liaise with industry leaders and colleagues; including sister locals and organizations
- Create safety initiatives which include fatigue awareness, MSI education, Bullying & Harassment, etc.
- Develop and implement internal Occupational Health and Safety Policies
- Attend all Actsafe pre-meetings and Motion Picture Standing Committee member/representative for ICG 669 as the Safety Representative
- Attend Safety Conferences as the ICG 669 Representative
- Create, review and provide input for safety bulletins, changes to OHS Regulations, and safety initiatives
- Act as the Shop Steward Representative for all ICG 669 productions
- In collaboration with the Communications staff, inform members about relevant safety issues via the ICG 669 newsletter
- Educate/interpret for members on OHS Regulations, BCCFU/WCA/LBA language
- Research concerns around all health and safety concerns
- Administer COVID return to work protocols and all safety issues related to COVID including attending industry meetings

### **Shop Steward Program Planning**

- Create and update files - build policies for members around the Shop Steward Program; review and update regularly
- Create/review/audit curriculum and workshops for the Shop Steward Program
- Build budgets for all Shop Steward Courses (OHS/Shop Steward/Respectful Workplace)
- Book all instructors and guest speakers (negotiate terms), vendors, and catering
- Provide monthly report to Executive Board - build proposals for the Shop Steward Program
- Maintain database on all productions for Shop Steward issues, appointment of all Shop Stewards, and follow up on training



- Drop in meetings with Shop Stewards on production issues pertaining to safety
- Work alongside the Communications department in marketing of Shop Steward education/workshops
- Provide stats for Shop Stewards on productions as well as training
- Regular meetings and updates with the Shop Steward Committee
- Maintain and update the Shop Steward Agreement and time/report cards, and forward to the Controller
- Regular outreach to Shop Stewards with paperwork/OHS meeting minutes/production issues