

Job title: Supervisor of the Occupational Health and Safety Committee
Department: After-sales Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

Establishes and promotes the maintenance of a healthy workplace, where safety and accident prevention are priorities, by performing the following tasks or entrusting them to other members of the occupational health and safety committee.

The **MAJOR TASKS** are listed below, but the incumbent may be assigned to other duties.

Tasks related to prevention

- Inspects or does the rounds of dealership facilities, to detect actual or potential hazards as far as health or potential accidents are concerned, and recommends any corrective or preventive action.
- Consults all departments about the use of equipment and machinery, fire prevention and the dealership's safety program, and ensures that employees use the appropriate safety equipment.
- Establishes general policies and conditions covering safety matters, which must be observed by dealership employees, in keeping with effective legislation and bylaws governing occupational health and safety.
- Implements preventive programs and provides training, in keeping with applicable legislation and bylaws governing occupational health and safety.
- Administers the dealership's SIMDUT [Système d'information sur les matériaux dangereux – Workplace Hazardous Materials Information System].
- Makes managers and employees aware of workplace risks related to the use of chemicals or other hazardous substances.
- Devises, supervises and coordinates training to promote safety awareness and teaches safety practices, ensuring that they are applied.
- Studies and analyzes causes of accidents and health risks in the dealership and writes reports for dealership and CSST personnel.

Tasks related to compensation and indemnification

- Participates in inquiries in the event of accidents or injuries. Cooperates in preparing for hearings, by collecting information to be used as possible evidence, and especially by participating in preparatory meetings and being available for the hearings, if required.
- Completes and forwards all forms required by the CSST and the safety group of car dealers, where applicable.
- Administers indemnification files, implementing steps to reduce lost work time and unjustified claims (temporary assignments, contestations, medical follow-up, etc.).
- Keeps the safety files and records.

Tasks related to the CCAQ safety group of car dealers, if applicable

- Works with managers of the CCAQ safety group of car and heavy truck dealers and ensures that its requirements are met (disclosure of information, etc.).

Miscellaneous tasks

- Conveys health and safety information to the occupational health and safety committee and the employees as a whole.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
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