

JOB DESCRIPTION

HALIFAX EMERGENCY MANAGEMENT VOLUNTEER ORGANIZATION



TITLE: Safety Officer (SO)

VOLUNTEER GROUP: Joint Emergency Management (JEM)

REPORTS TO: Comfort Centre Manager (CCM)

DATE: February 2022

JOB SUMMARY

The Comfort Centre Safety Officer (SO) is a volunteer position within the HRM EM organization that is staffed when a municipally sponsored Comfort Centre has been opened in support of an emergency event. The Safety Officer ensures that a Comfort Centre is set up to run in a safe manner for all persons within the facility.

REQUIRED TRAINING & CERTIFICATES

- Comfort Centre Level 1
- NS Health Food Handling Course

PREFERRED QUALIFICATIONS AND SKILLS

- Must be registered as HRM EM volunteer.
- Comfort Centre Level 2
- ICS100
- Radio Communications

DUTIES

- Conducts a safety briefing at the start of every shift
- Inspection of the Centre set up
- Credentialing of all volunteers within the Centre
- Maintains a visual awareness of the Centre to ensure there are no unmitigated hazards
- Ensures that there are no trip hazards within the Centre, both public and non-public areas
- Ensures all applicable codes are being maintained and advises the CCM when not
- Maintains a personal diary of pertinent information (retained by the SO)

JOB DESCRIPTION

HALIFAX EMERGENCY MANAGEMENT VOLUNTEER ORGANIZATION

- Other related duties as assigned by Comfort Centre Manager.

