

Health & Safety Officer 50%

Required:

- English (French recommended)
- Qualification in health & safety preferred
- Excellent organizational skills
- Outstanding attention to detail
- Exceptional communication and interpersonal abilities
- Availability to be on call on evenings and weekends in case of emergency
- Swiss citizen or EU passport or existing work Swiss work permit.

Reports to:

- Health, Safety & Student Systems Coordinator

Works primarily in conjunction with:

- Director of Operations
- Health, Safety & Student Systems Coordinator
- Directors of Activities, Student Life, and Alpine Institute
- Senior Academic Team & Heads of Science & ICE
- Safeguarding Committee (Counselors & CP Lead)
- Health Center
- Director of Residential Life and Dorm Heads

Key Roles:

Health and Safety:

- Work closely with the H&S and Student Systems Coordinator to ensure the Health and Safety of Students both in and out of the classroom
- Provide lab tech support in the Art & Design labs

Contribute to H&S related policies and procedures including but not limited to:

- Crisis Management Plan (Academic Year and Summer)
- Emergency Responses
- LAS Educational Trips and Activities
- Health & Safety
- Visitor Policy

Risk Assessments:

- Work closely with the following departments/responsible persons with regard to the implementation of risk assessment policy and procedures

- Student Life - all activities including faculty family activities & MMAC supervision and equipment training
 - Athletics & After School Activities
 - Alpine Institute
 - Climbing wall
 - Lab spaces (CLEAPPS)
 - Academics
 - Advancement
 - Climbing Wall
- Work closely with the Health, Safety and Systems Coordinator with regard to the implementation of risk assessment policy and procedures in the following areas:
 - Academics
 - Residential Life
 - Health Centre
 - Safeguarding (incl. DEIJ)

Safeguarding:

Liaise and support the Nurses and Counselors with improving our safeguarding procedures and reporting methods, including working closely on suicide protocol.

School Community Liaison:

- Work with the Police both on a communal and cantonal level with regard to -
 - Safety of our students and staff
 - Filing various police reports for lost and stolen property
 - Translating when students are required to attend a meeting with the police
- Work with the Commune with regard to safety concerns with the local taxis and businesses
- Work with local restaurants and other local establishments to ensure they are aware of our rules and regulations

Key Administrative Responsibilities:

School electronic key system:

- Manage the front end of the system including -
 - Creating fob profiles for students and faculty and attributing corresponding access rights
 - Manage fob personal records in the system
 - Liaise with the Health Center in assigning/removing student elevator access

Security Cameras:

- Carry out surveillance of reported incidents when an incident is reported
- Keep security camera log updated

Security Company (SECURITAS):

Part of the team that liaises and maintains the "Consigne" with Securitas over the course of the year (Friday and Saturday night coverage) Academic year and Summer program.

FOBS

- Assist with creating fobs at the beginning of the year and when new students are enrolled
- Available during the school day and the afternoon to make replacement fobs for students

Student Digital ID's:

- Work with Dorm Heads to ensure all students install their digital IDs

Emergency Response Protocols:

- Help run planned fire drills during the school year
- Follow up with DHs to complete and submit fire drill feedback forms as well as unplanned alarm reports

Other Administrative Tasks:

- Daily reading of dorm notes in order to oversee and address health, safety, and security issues as they arise
- Ordering of parking passes and communications regarding parking
- LAS vehicle driver permissions
- LAS employee private vehicle registration and distribution of parking passes
- Contributing to and updating student and staff handbooks
- Help manage Orah as needed.

Committee participation:

- 1) Health and Safety Committee
- 2) CCOG
- 3) Dorm Heads
- 4) Extended Crisis Team
- 5) ISO