

	<i>Title:</i> <b>Health and Safety Advisor</b>	<i>Date:</i> September 2024
	<i>Department:</i> Administration	
	<i>Classification:</i> Exempt	

### **Nature and Scope of Work**

Reporting to the Manager of Human Resources, the Health and Safety Advisor is responsible for the development and implementation of the City’s Health and Safety Management Program including but not limited to disability management and return to work, injuries, incident investigations, ensuring proper assessments and safe work procedures are in place, WorksafeBC claims, Joint Occupational Health and Safety Committees and safety training across the organization. The Health and Safety Advisor is responsible for ensuring Municipal, Provincial, and Federal regulatory compliance and in helping to maintain a safe and healthy workplace. The Health and Safety Advisor has a strong understanding of the working relationship with WorkSafeBC, compliance with regulatory requirements and the continued development of a positive safety culture at the City.

The Health and Safety Advisor exercises considerable independence of judgment and action in carrying out assignments in accordance with City policies, plans and objectives with unusual problems and policy matters being referred to the Manager of Human Resources.

### **Illustrative Examples of Responsibilities**

- Manages the City’s Occupational Health and Safety Management System; reviews existing programs and provides recommendations for updates; coordinates and conducts formal and informal safety inspections, audits and safety orientation; identifies safety and health hazards; directs staff in corrective action
- Develops policy recommendations and works with department heads to implement approved policies, procedures and controls; ensures safe operations and compliance with WorkSafeBC, municipal and legislative requirements, standards and practices
- Provides direction and support to departmental/ divisional management to ensure departments have health and safety strategic and annual operating plans.
- Acts as the City’s primary contact with WorkSafeBC and other government agencies, coordinates claims management and rehabilitation services, reviews and determines City’s position on claims
- Assists in investigating accidents, leads investigations for complex and /or serious incidents, processes accident claims, completes and processes required forms, and prepares related reports and recommendations; liaises with employees, supervisors, union executives, medical professionals, WorkSafeBC representatives and other parties to facilitate employees’ rehabilitation and return to work; makes recommendations for discipline for unsafe work practices and other non-compliance related to this area

- Conducts field inspections of City work projects to monitor and enforce observance of safe practices; directs staff in corrective action to comply with safety requirements and avoid hazards; orders work stoppage when required; implements preventative measures as appropriate
- Coordinates staff training in various areas including but not limited to electrical safety, pesticide use, confined space, fall arrest protection, traffic control, water supply and safety and other related areas requiring safety training
- Collects, prepares and maintains records for the City in compliance with WorkSafeBC regulations
- Conducts research and prepares specifications for safety and security equipment and initiates purchases as appropriate
- Arranges for testing of safety equipment and ensures necessary repairs and records are made
- Ensures the provision of first aid facilities and appropriate first aid training for employees
- Coordinates audiometric, noise level and other health and safety testing
- Monitors and investigates all WorkSafeBC claims, accidents, illnesses and absences
- Oversees and ensures the Joint Health & Safety Committees are maintained according to legal requirements
- Leads the performance and growth of health and safety strategy and culture.
- Provides support to the Manager of Human Resources, including the preparation of confidential correspondence, reports, records, and presentations
- Participates in other duties and special projects as assigned

### **Required Knowledge, Abilities and Skills**

- Thorough knowledge of Occupational Health and Safety Management Systems, best practices and principles as well as related legislation, collective agreements and statutory requirements.
- Knowledge of the Workers' Compensation Act, WorkSafeBC OHS Regulations, accident investigation techniques, and workplace inspections.
- Strong interpersonal and communication skills including technical writing, facilitating meetings, giving presentations and the ability to influence and promote teamwork.
- Ability to develop, implement, administer and promote health and safety policies and programs as well as coordinate and/ or conduct safety training and testing programs
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to train, motivate, coach, direct and evaluate staff and convey roles, expectations and objectives
- Ability to exercise good judgment when solving problems, making decisions and interacting with employees
- Ability to handle multiple tasks and a demanding workload and effectively meet deadlines
- Ability to be self-directed within a fast-paced multi-site team environment
- Effective public speaking and presentation skills

- Ability to exercise considerable tact, diplomacy, discretion and strict adherence to confidentiality requirements
- Strong organizational skills with the ability to prepare, maintain and control office records, files, documents correspondence and related data
- Demonstrated skills in use of computer applications including Word, Excel and PowerPoint

#### **Desirable Training and Experience**

- Minimum of a diploma or degree in Occupational Health and Safety or an equivalent combination of training and experience
- A minimum of three years of related work experience, preferably in Local Government
- Knowledge of Agresso (Unit 4) Human Resources software is an asset
- Canadian Registered Safety Professional designation is an asset

#### **Required Licences, Certificates and Registrations**

- Valid Class 5 Driver's Licence