



Occupational Health and Safety Advisor

Competition Number: HR-2023-03

Department: Operations

Close Date: OPEN UNTIL FILLED

Schedule: 40 hours/week, Monday – Friday

Position Type: Exempt, non-union

Posting Type: Internal and external applications are welcome

Compensation: Competitive compensation with a comprehensive benefits package

Situated in a majestic mountain setting at the east end of the lush Fraser Valley, Hope offers all the amenities of a large centre, while at the same time preserving the life style of a small community. Hope boasts an abundance of outdoor recreation opportunities; scenic trails for all levels of hikers and bikers; pristine lakes, streams and creeks for fishers and water sport enthusiasts. Some of our amenities include a modern recreation complex, a curling rink, baseball diamonds, skateboard park, golf & country club, a hospital, an extended care facility, a public health centre, drug stores, medical clinics, chiropractic care, optician, and more.

Reporting directly to the Director of Operations, while working with a great deal of independence, the OHS Advisor is accountable for providing advice, guidance, and support with all OHS functions at the District of Hope. The position is dedicated to influencing the organization's safety culture by promoting safety awareness through the recognition of hazards identified through workplace inspections and other means, and by promoting safe work practices. The Safety Advisor provides leadership to client groups in ensuring regulatory compliance to avoid penalty implications. This role is responsible for developing, coordinating and implementing all elements of the municipal health and safety program including workplace incidents, workplace inspections, disability and return to work management, implementing and managing OHS programs, policies, practices and procedures, and achieving and maintaining the Certificate of Recognition (COR). The Advisor plays a significant role in eliminating or reducing the high costs associated with injuries, penalties, property damage, and organizational losses. This role will also be responsible for coordinating and supervising the work of the OHS Assistant.

A list of responsibilities, duties, tasks and qualifications are included in the job description.

The District of Hope offers a competitive salary and benefits package, along with an exceptional working environment. Further information, including a complete job description, is available on the District's web site at www.hope.ca


Please submit your **cover letter** and **resume outlining specifically how your experience and qualifications relate to the position**. Your cover letter and resume can be submitted to the attention of Crystal Henry-Schmitz, Human Resources Advisor, via one of the methods below:

Email: hr@hope.ca | **Fax:** 604-869-2275 | **In Person:** 325 Wallace Street, Hope, BC

Mail: PO Box 609, Hope, BC V0X 1L0

The District of Hope thanks all applicants for their interest, however only those candidates selected for an interview will be contact.



	<h2>JOB DESCRIPTION</h2>
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Position Title Occupational Health & Safety (OHS) Advisor		Position #
Standard Hours 40 hours per week	Position Type Exempt, non-management	NOC Code
Immediate Supervisor Director of Operations		Position #
Department Operations		Location Operations

Job Purpose

Reporting directly to the Director of Operations, while working with a great deal of independence, the OHS Advisor is accountable for providing advice, guidance, and support with all OHS functions at the District of Hope. The position is dedicated to influencing the organization’s safety culture by promoting safety awareness through the recognition of hazards identified through workplace inspections and other means, and by promoting safe work practices. The Safety Advisor provides leadership to client groups in ensuring regulatory compliance to avoid penalty implications. This role is responsible for developing, coordinating and implementing all elements of the municipal health and safety program including workplace incidents, workplace inspections, disability and return to work management, implementing and managing OHS programs, policies, practices and procedures, and achieving and maintaining the Certificate of Recognition (COR). The Advisor plays a significant role in eliminating or reducing the high costs associated with injuries, penalties, property damage, and organizational losses. This role may also be responsible for coordinating and supervising the work of an OHS Assistant.

Job Duties and Tasks

- Develops, oversees and maintains the District’s OHS Program, developing and implementing return-to-work programs, and ensuring compliance with WSBC regulations;
- Administers the District’s Joint Health & Safety Committee; acts as an active Committee member, and coordinates meetings, necessary documentation and activities;



- Supports, coordinates and delivers departmental safety meetings, including development of meeting content;
- Coordinates the corporate training program including requirements under WSBC;
- Develops and delivers a comprehensive safety orientation to all new, transferred, or returning, employees;
- Develops, implements, maintains and supports programs, systems and procedures that foster a safe and healthy work environment;
- Ensures legal and regulatory compliance including the development of proactive preventive strategies and safety training across the organization;
- Assists departments with development and review of written safe work procedures, policies, and programs related to OHS in compliance with WorkSafe BC legislation;
- Leads and manages accident/incident investigations and ensure corrective actions are communicated and completed;
- Leads and manages workplace inspections and ensures corrective actions are communicated and completed;
- Maintains knowledge and stays current with best practices and legislative changes;
- Liaise with WSBC staff on inspections, incident investigations and consultations;
- Attends Council, and other, meetings, as required;
- Apprise the Director of Operations of emerging issues and critical incidents; and
- Other related duties as required.

Qualifications

Education

- Completion of grade 12 or equivalent;
- Completion of post-secondary education in occupational or environmental health and safety, or a related program;
- Training or education in safety audits, joint occupational health and safety committees, or other safety related training or education, an asset.

Licenses and Certifications

- Certified Registered Safety Professional (CRSP) designation;
- Possession of a valid class 5 driver's license;
- First Aid with CPR and AED, preferred; and
- An acceptable driver's abstract.

Experience

- Three years' experience in occupational health and safety;
- Demonstrated experience of managing return to work initiatives, accident investigations, workplace inspections and audits;
- Previous supervisory experience, an asset;
- Experience working in a unionized, municipal environment, an asset.

Knowledge

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- WorkSafeBC regulations and of other legislative requirements applicable to the operations of the work force;
- Of the methods, techniques, practices, rules and regulations applicable to the safe and efficient operation of a large variety of vehicles, equipment, tools and machinery used by the District of Hope's work force.

Skills

- Effective written and oral communication;
- Using sound judgement;
- Typing with a high degree of accuracy and efficiency;
- Using Microsoft Office suite of products including Outlook, Word, and Excel;
- Problem-solving while under pressure.

Abilities

- To anticipate, recognize, evaluate and assist in the development of practical controls for addressing safety hazards and compliance;
- To build and maintain positive working relationships with other departments, outside agencies and the public;
- To successfully deal with multiple priorities, be flexible, and problem solve under pressure in a fast-paced environment;
- To confidently exercise considerable independent judgment and make sound decisions that reflect well on the organization;
- To act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality;
- To work independently with minimal supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality;
- To organize and prioritize work to meet deadlines; and
- To prepare and maintain reports and records related to the work.

Working Conditions

Physical

- Periods of prolonged sitting;
- Periods of prolonged standing;
- Periods of prolonged walking;
- Periods of prolonged typing.

Psychological

- Periods of high pressure and stress;
- Dealing with sensitive situations and confrontation.



Training Requirements

Required

- Workplace Violence Prevention;
- First Aid with CPR and AED;
- Joint Health and Safety Committees;
- Accident and Incident Investigation;
- Worksite Safety Inspections;
- Hazard Identification, Assessment, and Control;
- Workplace Hazardous Materials Information System (WHMIS);
- Due Diligence – Part One and Two;

Preferred

- Mental Health First Aid.

Please note: Training may be conducted through external or internal means.