



Making a difference...together

Leadership Opportunity

Corporate Health and Safety Advisor

Executive Services – Human Resources and Corporate Safety

Competition	20/088
Status	Exempt Management
Salary Range	\$74,992 - \$88,226 annually, plus comprehensive benefits package
Review of applications begins	4:00pm on July 6, 2020, but the position will remain open until filled.

Position Purpose

The Corporate Health and Safety Advisor provides hands-on professional leadership and actions to deliver the CRD's Occupational Health and Safety (OHS) Program. Reporting to the Manager, Corporate Safety and working closely with the Human Resources and Corporate Safety team as well as managers, staff, and safety representatives in line departments, the Advisor supports and provides professional expertise to the development, implementation, coordination and administration of the a variety of safety matters and initiatives in the workplace. As part of the integrated Human Resource and Corporate Safety team, the Advisor is integral to delivering the services of the Division within their area of expertise, including those of a highly confidential and personal nature, such as: corporate occupational health and safety leadership; Workers' Compensation administration, claims management, claims appeals, and related; disability and claims administration; labour relations including participating in grievance administration on behalf of the employer; personnel and performance administration; access and contribution to employee records and information systems; and other aspects of highly confidential personnel administration.

Key Accountabilities / Position Outcomes

- Provides professional and expert advice and support to the organization in all areas of Occupational Health and Safety (OH&S).
- Partners with CRD OHS Manager, and line managers/supervisors to assist in resolving corporate safety issues in their departments and divisions; is privy to, and is actively involved in, personnel matters of a confidential nature, including those with highly confidential and sensitive labour relations and/or personnel implications.
- Works closely with senior OHS and HR staff to review, monitor, inspect, investigate and audit a variety of OHS activities, and recommends and takes appropriate corrective measures to ensure compliance.
- Working with senior division staff, supports the development, maintenance, implementation and assessment (auditing) of the CRD's OH&S systems, policies and programs to enhance the culture of safety and ensure compliance with legislation.
- Ensures corporate compliance with all OH&S program aspects, and contributes to and supports as necessary: accident/incident investigation; emergency response; first aid attendant coordination and support; workplace safety compliance; risk assessments/safety inspections; contractor safety coordination; and related
- Supports the development of Safe Work Practices and Procedures to ensure full compliance with the Workers' Compensation Act and Provincial OH&S Regulation, and takes and implements management corrective actions where required.
- Updates and audits OH&S policies, protocols, safe work practices and procedures, safety inspections and employee training. Delivers training on behalf of the organization of the CRD OH&S program as required. Ensures safety inspections and corrective actions are undertaken and standards and expectations are maintained.
- Provides support and expertise to the various systems, electronic and paper, required to advance the OHS Program; performs document control responsibilities includes updating storing OH&S documents on the OH&S Corporate SharePoint site. Checking for accuracy and reviewing and updating technical documents (e.g. manuals and workflows)
- Working with senior professionals, provides professional support and guidance on all matters related to WorkSafeBC, including liaising on claims submissions, appeals, return to work programs, and related.

- Acts as the CRD as management representative on health and safety committees, where required, and provides subject matter expertise.
- Acts as incident investigation coordinator for workplace incidents and injuries (including near misses). Prepares the report and recommends appropriate preventative or corrective actions.
- Provides oversight to the corporate occupational first aid program, first aid procedures, and related.
- Collaborates with members of Human Resources to develop, implement, maintain and monitor HR and corporate initiatives and ensures that all initiatives and day-to-day duties are linked to and consistent with department and corporate direction.
- Performs other duties as assigned.

Qualifications

- Diploma or Degree in Occupational Health & Safety and 3-5 years of relevant directly related experience; or equivalent combination of certification and experience. Experience in a unionized environment preferred. Canadian Registered Safety Professional (CRSP) designation, or eligibility, preferred.

Role-specific Knowledge, Skills & Abilities

- Excellent knowledge of OH&S legislation and best practice OH&S procedures. Ability to understand and contribute to the development of policies and procedures.
- Experience in working with operating and capital operations, such as would be found in a large scale local government operation.
- Strong knowledge of the Occupational Health and Safety Regulation, Workers' Compensation Act as well as related Federal, Provincial and municipal regulations and legislation.
- Experience in accident investigation techniques, WorkSafeBC claims management, workplace inspections, and an understanding of occupational hygiene testing; a demonstrated ability to provide guidance, support and advice to managers, supervisors, employees and Health & Safety committee representatives
- Ability to implement, administer and evaluate OH&S programs, and to respond to any safety concerns/complaints raised.
- Experience in SharePoint or related systems, including document control systems, data integrity and records classification.
- Demonstrated project management skills.
- Proven leadership and teamwork skills with demonstrated abilities to ensure accountability, work collaboratively and influence others; proven track record of instilling a positive safety culture by supporting the continuous improvement opportunities at all CRD sites.
- Ability to balance shifting priorities, and to work in a fast paced environment.
- Detail oriented with a focus on results.
- Excellent interpersonal and highly effective communication skills (written and verbal).
- Ability to use systems, tools and own organizational skills to work independently organize workload and set priorities that balance operational and strategic activities ensure records and documents are maintained appropriately, and allows for flexibility to meet constantly changing and unrelenting deadlines.
- A valid BC Driver's license and use of own vehicle is required.
- This position requires an acceptable Criminal Record Check.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.



CRD