



Health & Safety Assistant

Temporary Full Time (35 hours per week – Approx. 3 months)

The City is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay. The Human Resources Department seeks an individual with outstanding work ethic and a positive safety-first attitude to join their team. The Health & Safety Assistant is responsible for assisting the Health & Safety Advisor in leading a risk assessment project using knowledge of health and safety laws and best practices. The risk assessment project will focus on audits of high hazard areas and providing staff recommendations of corrective actions.

The successful candidate will have strong written and verbal communication skills to effectively update and communicate changes to the City's Health and Safety program. Sound attention to detail is needed to identify and compare regulatory requirements to ensure compliance within the organization and to conduct internal safety audits.

Requirements:

- Completion of Grade 12 supplemented by diploma/certificate or courses in Occupational Health and Safety and some related experience or an equivalent combination of training and experience.
- Considerable knowledge of the Workers Compensation Act, Occupational Health and Safety Regulations and other related safety acts and regulations.
- Considerable knowledge of hazards, safety methods and required precautions applicable to the type of work performed in a City.
- Sound knowledge of the methods, practices, techniques, tools and aids used in safety programs and operations.
- Intermediate knowledge of Microsoft Office Suite programs, such as Excel, Outlook, Word and SharePoint.
- Ability to work cooperatively and amicably in a team environment with a safety-first attitude.
- Ability to identify and compare regulatory requirements to develop, review and ensure compliance and safety.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to conduct risk assessment audits and advise staff on related corrective action(s).
- Ability to standardize risk assessment and safety procedures templates.
- Ability to develop safe work procedures and practices in moderate to high hazard areas.
- Ability to support staff at all levels on safety processes and forms.
- Ability to effectively communicate and demonstrate excellent listening skills.
- Possess and maintain a valid Class 5 BC driver's license.
- Applicants under consideration will be required to consent to a Police Information Check.

The City is proud to be an equal opportunity workplace and is committed to promoting and preserving a culture of diversity, equity, and inclusion. We know that our greatest strengths come from the people who make up our teams. In return for your valued contributions, you can expect a competitive compensation package and the opportunity to work with an outstanding team. The hourly wage of this unionized position is \$29.74 – \$34.98 (2019 rates) with limited benefits offered. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply.

Application Deadline: 4:30 p.m., May 26, 2021
Submit your application: Apply online at www.whiterockcity.ca/jobs
Recruitment Reference: 2021-32