



**ADVISOR, OCCUPATIONAL HEALTH AND SAFETY**  
**(Exempt - Temporary)**  
**Subject to the return of the incumbent**

**Competition #:** 131-COV-21

**Closing Date:** November 24, 2021

The City of Vernon has an unwavering commitment to the health and safety of all employees.

Reporting to the Manager, Occupational Health and Safety, this position is responsible for the continued development, enhancement, implementation, coordination, and administration of the City Safety Management System. The Advisor will use their technical expertise and ability to form effective working relationships with all levels of management, unions, consultants, contractors, and regulatory agencies to promote and maintain the safety culture across the City.

**Duties Include:**

- Evaluates safety training requirements, organizes and coordinates a safety training calendar to ensure employees are being trained regularly on safety topics pertinent to their job position e.g., Confined space, Shoring & Excavation, Fall protection
- Assists departments in maintaining Workplace Hazardous Materials Information System (WHMIS 2015) controlled products inventories and the online database of Safety Data Sheets (SDS)
- Attend regular departmental safety meetings and crew talks as required across the organization
- Oversees the First Aid Program including all First Aid Attendants (FAA) and ensures appropriate first aid levels and equipment are maintained at all facilities
- Develops and implements action plans to ensure areas requiring improvement as identified by the COR audit are addressed
- Prepare and submit WSBC claims including determining whether claims should be protested, reviewed at the Review Division level or appealed to the Worker Compensation Appeal Tribunal (WCAT)
- Participates in the annual budget process
- Develops and conducts in-house safety training as required
- Performs scheduled and non-scheduled inspections of facilities and field inspections to ensure compliance with the *Workers' Compensation Act (WCA)* and WorkSafeBC (WSBC) Occupational Health and Safety Regulation (OHSR) and works with departments to correct any identified unsafe work practices

- Issue stop work orders where imminent hazards/unsafe work conditions are identified or there is a clear violation of legislation
- Conducts or participates in investigations of safety related incidents of a serious nature, including significant motor vehicle incidents. Identifies causes and provides recommendations for corrective action
- Provides information to Human Resources related to disciplinary investigations where safety investigations show employee(s) not adhering to policy, program, procedure or WSBC Regulation
- Develop, implement and maintain programs that comprise the City Safety Management System and ensure overall compliance with WCA and OHSR. This could include but not be limited to written safe work procedures (SWP), programs, and policies
- Guides Departments in the resolution of health and safety issues by using technical expertise, research, consultation with colleagues and external resources such as the BC Municipal Safety Association (BCMSA) to provide sound interpretation and explanation of legislation when making recommendations to achieve compliance
- Acts as a resource for the Joint Occupational Health and Safety Committee (JOHSC) providing advice and recommendations
- Coordinates and undertakes fire, chlorine, ammonia evacuation drills for all applicable facilities as prescribed in the OHSR
- Assists departments with the inspection of contractors for compliance with WSBC Regulation
- Supports departments with product research, evaluation, and recommendation for safety equipment purchases
- Performs annual Certificate of Recognition (COR) audit during COR program maintenance years
- Inspires confidence through demonstrated proficiency with above average computer based skills
- Performs other duties as required
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties

**Required Education and Experience:**

- BCIT Occupational Health and Safety Diploma of Technology or related education such as Industrial Hygiene or equivalent education and experience.
- Minimum of three (3) years of experience in a dedicated Occupational Health and Safety role in a unionized environment primarily in a safety practitioner role that includes investigations, inspections, and program development.
- Valid BC Drivers' License Class 5.

**Required Knowledge, Skills and Abilities:**

- Accident/Incident Investigation and Prevention training
- Risk Management training

- Working knowledge of the *Worker's Compensation Act*, Occupational Health and Safety Regulation, Human Rights Code and any other legislation, regulation, or applicable law
- Understanding of collective agreements and principles with respect to occupational health and safety, disability management, return to work, and accommodation
- Understanding of general Human Resource practices
- Ability to handle sensitive and confidential information appropriately
- Strong initiative with a keen desire to generate results
- Good understanding of municipal business operations, organizational structure, program, and priorities
- Proficient in office technology, Microsoft Word, Excel, Outlook (MS Office Suite)
- Sound judgment and problem solving skills with an ability to analyse business needs and think strategically

### **Written and Verbal Communication**

- Excellent verbal and written communication skills including the ability to communicate and coordinate in a professional, clear, articulate and accurate manner, both verbally and in writing
- Maintain meticulous records
- Ability to proofread and provide suggestions, as required
- Process communications and requests from the web, email and telephone/fax
- Proficient with public speaking and presentation skills

### **Interpersonal Skills**

- Provide safety leadership mentoring, coaching and direction to all levels of the organization on workplace health and safety
- Liaises with external regulatory agencies such as WSBC, Technical Safety BC (TSBC), where required to ensure continued regulatory compliance
- Ability to use discretion and demonstrate a high degree of personal integrity
- Utilizes empathy and diplomacy
- Demonstrates an ability to follow directions, using active listening to ensure accuracy when following through with decisions
- Is proactive, motivated, reliable, and self-confident in managing responsibilities within the role
- Focus on excellence through customer service
- Strong leadership skills, including an ability to establish and maintain effective working relationship with both internal and external stakeholders

### **Time Management**

- Exceptional organizational and time management skills with an ability to work quickly, while prioritizing and multi-tasking
- Demonstrates dependability and flexibility while meeting deadlines

- Ability to coordinate the needs and demands of multiple people/departments across the organization

### **Research Skills**

- Stay current with all WSBC OHSR/Guidelines and Policies, WCA and any other applicable legislative Acts (e.g., Assessment Manual, Prevention Manual), and Standards (eg., WorkSafeBC, CSA, ANSI, AHSRAE), as required
- Demonstrates initiative, keen problem solving skills, and has an eye for detail
- Proven ability to research subject matter and to provide recommendations to ensure an effective and efficient local government service

### **Preferred Education and Experience:**

- Degree in Occupational Health & Safety (OH&S) related studies, i.e., Industrial Hygiene
- Canadian Registered Safety Professional (CRSP) designation
- Certified Health and Safety Consultant (CHSC) designation
- Risk Management Diploma or Certificate from a recognized educational institution
- Minimum of five (5) years exposure to a mature corporate disability management process/program
- Membership in Professional Associations, e.g., Canadian Society of Safety Engineers (CSSE)
- Minimum five years of experience in a municipal environment practicing safety directly

### **Conditions of Employment:**

- As a fundamental term and condition of employment with the City of Vernon, candidates will be required to provide proof of full vaccination against COVID-19.

### **TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!