



# SQUAMISH

HARDWIRED *for* ADVENTURE

## ***Occupational Health & Safety (OHS) Advisor***

**Play a key role working with the District's best asset!**

We'd love for you to bring your well-developed OHS skills to our team! Grow and advance your career in our dynamic environment, and be a trusted OHS advisor and coach to our employees, managers and senior leaders. You will work closely with the HR team and internal departments to support a workplace culture that is *hardwired for success*, progressive, and focused on excellence in public service.

### ***What we're looking for:***

- ❖ An expert in all aspects of occupational health and safety who is comfortable navigating their way in a unionized setting, from developing and implementing OHS programs to collaborating with external agencies such as WorkSafe BC and the BC Municipal Safety Association.
- ❖ An OHS facilitator who has experience recommending and developing programs and initiatives that support a workplace culture that is *hardwired for learning and development*;
- ❖ A proactive and coordinated approach to supporting employees with safety, recovery and return to work plans;
- ❖ An innovative thinker who strives to *do better every day*, and who has experience designing and implementing OHS policies and procedures;
- ❖ A proponent of efficient service, for whom *delivering outstanding service* is second nature when collaborating with internal and external stakeholders.

If you tick all of these boxes, and you have four years' experience working in an industry-related field including hands on experience in designing/implementing health and safety initiatives, a degree or diploma in OHS, Human Resources or another relevant discipline, you might be the next key member of our high-performing Human Resources team.

***Who we are:*** The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

***Think you would be the perfect fit?*** Then come and Deliver Outstanding Service at the District of Squamish! In addition to a competitive salary, the District of Squamish also offers a comprehensive benefits package, municipal pension plan, as well as a compressed work week which allows for an earned day off every second week so you can maximize that adventurous lifestyle. *A hybrid/flexible work from home arrangement may be considered in accordance with the District's Remote Work Policy.*

This is an exempt position and is excluded from Union membership.

***We can't wait to hear from you!*** Scroll down to view the complete job advertisement!

If you have questions that aren't answered there, please reach out to our friendly HR team at the contact email below.

Please submit your cover letter and resume quoting competition **#23-31** to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

Application deadline: Open until filled



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## External Job Posting

<b>Position:</b>	<b>Occupational Health &amp; Safety (OHS) Advisor</b>
<b>Status:</b>	Regular Full-Time
<b>Work Area:</b>	Human Resources
<b>Posting Date:</b>	March 14, 2023
<b>Closing Date:</b>	Open until filled

## GENERAL SUMMARY

Reporting to the Director of Human Resources, the OHS Advisor, supports the organization by providing and coordinating the development, implementation and administration of OHS organizational initiatives, programs, and policies; coordinating the disability claims process and return to work programs facilitating accident reporting and investigations; and participating in OHS Committees. With a customer service and continuous improvement focus, this position is also responsible for analyzing procedures and auditing materials, equipment and conditions at work sites to ensure compliance with OHS polices and regulations and to champion a safe and healthy workplace environment.

## KEY RESPONSIBILITIES

### Customer Service

- Contributes to the success of our team, creation of our community, and delivering outstanding customer service by fostering the District of Squamish (the "District") corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District's Customer Service Guidelines to ensure the Delivery of Outstanding Service.

### OHS Programs

- Develops, recommends and implements programs, policies, systems and approaches for the District.
- Leads OHS regulatory compliance by keeping current with the best practices and legislative changes and ensuring updates to existing programs are made and communicated broadly.
- Ensures compliance with corporate or departmental safety and health programs and provides recommendations to improve programs.
- Evaluates and addresses OHS issues raised by management, staff, safety committees, investigations or audits.
- Provides technical guidance to departments on Safe Work Procedures (SWP), technical programs (such as confined space, fall protection) and health programs (such as ergonomics, air quality, noise, heat).
- Liaises with departments and WorkSafeBC staff on inspections, incident investigations and consultations.
- Keeps Department Heads and Managers apprised of emerging issues, risks and critical incidents.
- Works closely with Department Heads and Managers to develop and implement corporate OHS training programs for staff.
- Coordinates corporate OHS events and activities (including audits); provides related reports and recommendations as required.
- Collaborates with external agencies such as WorkSafeBC and the BC Municipal Safety Association.
- Disseminates OHS information to management and staff, including overviews, tips, talks and updates.
- Analyzes and produces statistics and metrics related to OHS activities, including costing.
- Maintains corporate OHS records and documentation.
- Performs other related duties/responsibilities as assigned.

### OHS Committees

- Oversees District Workplace Joint OHS Committees and attends meetings.
- Supports workplaces to ensure meetings are documented and meet objectives.
- Provides guidance to departments on basic administration as required (such as meeting minutes, Terms of References, Member posters).
- Coordinates District Central OHS Committee meetings quarterly.
- Ensures new OHS Committee members training requirements are met.



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## Disability Management

- Provides a proactive and coordinated approach in supporting injured workers.
- Works closely with the Disability Management provider and departments to support employees with safety and effective recovery and return to work plans.
- Coordinates all documentation required for WorkSafeBC claims.
- Creates and updates injury and disability management forms as required
- Provides training to supervisors on occupational injury, illness and disability management and working with a Disability Management provider.
- Coordinates WorkSafeBC Reviews or WCAT appeals.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of applicable regulations, policies, and practices, including Worker's Compensation Act and Regulations, WorkSafeBC OHS regulations and claims management.
- Ability to lead workplace inspections and investigations.
- Proven decision making and problem-solving skills.
- Ability to coach, mentor and influence; and to provide an outstanding experience for clients.
- Excellent interpersonal and communication skills, including ability to write technical reports, facilitate meetings, and give presentations.
- Proven ability to collaborate and work within a team environment to build relationships with a broad range of stakeholders, including employees, union representatives, managers, insurers, and regulatory bodies.
- Strong management and facilitation skills to plan and manage the health and safety programs and investigations. This includes the ability to work well under pressure, handle multiple tasks and changing priorities with tight time frames.
- Advanced computer skills in Microsoft Office applications and HRMS Software.
- Ability to compile, draft and maintain correspondence, spreadsheets, reports, presentations and minutes.
- Ability to manage change and assist and support employee across the organization in adapting to change.
- Ability to perform functions of the position with minimal supervision.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Valid BC Class 5 Drivers License.
- Four years experience working in an industry-related field including hands on experience in designing/implementing health and safety initiatives.
- Degree or Diploma in OHS, Human Resources, Business or a related field.
- Eligible for, or in possession of, Canadian Registered Safety Professional (CRSP) designation.

OR

- An equivalent combination of education, training and experience.

## Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

*The District of Squamish may consider applications who do not fulfill all requirements of the position if no fully qualified applicants apply.*

**Hours of Work:** Monday to Friday, 70 hours bi-weekly with a compressed work week (9 day fortnight).

**Salary:** A competitive salary as well as a comprehensive benefits package.

This is an exempt position, and is excluded from the Union.

**Direct Your Application (Quoting Competition #) To: #23-31**



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Human Resources

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*The District of Squamish is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities and persons with disabilities.*