



Health and Safety Advisor

Regular Full-Time Exempt

The City of White Rock 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 and a more vibrant community starts with you! In return for your valued contributions, you can expect a competitive compensation package and the opportunity to work with an outstanding team.

We are seeking a health and safety professional who is poised to expand their HR career as an integral part of our Human Resources team. Reporting to the Director, Human Resources, you are responsible for leading health and safety programs, delivering training, managing WorkSafeBC claims, leading and managing investigations, audits, and inspections.

Responsibilities include:

- Providing guidance and direction to assist departments in obtaining compliance with WorkSafeBC orders, completing and developing risk assessments, safe work procedures, practices and hazard-specific programs;
- Maintaining day-to-day contact and liaison with WorkSafeBC with respect to ongoing claims;
- Maintaining corporate Health and Safety records, statistics and documentation;
- Planning and coordinating the City's corporate Health and Safety training program, ensuring alignment with corporate objectives and presenting at information/ training sessions to internal customers, when required;
- Working closely with WorkSafeBC and other regulatory agencies;
- Leading or assisting in the development of orientation, programs and initiatives related to Health, Safety and Wellness;
- Organizing and facilitating employee health protection testing, initiatives, and programs (i.e. respiratory fit testing, hearing testing etc.);
- Participating in research, providing technical expertise, information, explanations and interpretations regarding health, safety and industrial hygiene regulations and best practices to all levels of management, Joint Health and Safety Committees, Unions and Employees;
- Participating in special projects or initiatives and representing Human Resources at committee meetings, when required;
- Proficiency in the use of computer software including Microsoft Office;
- Ability to maintain the confidentiality of information related to the function of the position;
- Administrating related transactional activities, which forms a significant component in this role.

The ideal candidate for this position brings high energy and passion for promoting and implementing progressive Health and Safety best practices and thrives in a fast-paced environment. You are a self-starter, highly organized with a high attention to detail, and possess excellent verbal and written communication skills with an ability to exercise diplomacy, tact and professionalism. Critical thinking skills with an ability to influence at all levels of the organization through positive working relationships is essential.

Your qualifications include a Diploma or Degree in Occupational Health and Safety or a related field, supplemented with a minimum 5 years' progressively responsible human resources experience within a unionized environment. In addition, you must have a valid BC driver's license. CRSP designation and/or experience working in public sector will be considered an asset.

A competitive salary and benefits package is offered for this Exempt position. 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, please submit a cover letter and resume.

Application Deadline: Open Until Filled
Submit your Application: Apply online at www.whiterockcity.ca/jobs
Recruitment Reference: 2023-26

Thank you for your interest. Only selected applicants will be contacted.

