



Competition #23/72
Internal/External Posting
Closing date: March 28, 2023

Occupational Health and Safety Advisor (2 Continuous)
People and Culture Department

POSITION FUNCTION

Supports the development and implementation of the City of Victoria Health and Safety management system through the development and administration of health and safety programs and provides health and safety support to City departments through risk assessments, inspections, investigations and return to work coordination.

KEY DUTIES

- Assess hazards and risks at City worksites and provides guidance on effective control strategies, includes the development of safe work procedures and practices.
- Supports incident investigation processes and provides recommendations to address incident root causes where necessary.
- Prepares and reviews incident submissions to WorkSafeBC for content and accuracy, submits required documentation, and works with WorkSafeBC claims managers, notifies manager of investigation results.
- Supports claims management processes and provides recommendations to improve recovery and return to work outcomes.
- Analyses and summarize incident statistics, emerging trends and WorkSafeBC information and makes recommendations to management.
- Conducts organization/site visits and audits to identify potential gaps and prevent the development of hazards and takes appropriate action including identifying undue hazards, notifying employees, supervisors, and managers, summarizing and completing reports on the findings of inspections that require follow-up.
- In consultation with operational management, supports department supervision through the identification, coordination, and implementation of required health and safety training and orientations.
- Promotes a culture of health and safety through participation in Joint Occupational Health and Safety Committees, safety and crew talks, and other promotional campaigns as required.
- Leads the development and administration of health and safety projects including audiometric testing, fit testing, vaccination clinics, first aid training, emergency preparedness, confined spaces, asbestos management.
- Facilitates joint union\management meetings on health and safety, including incident investigation, refusal to work, modified work and other WorkSafeBC related initiatives.
- Develops and implements health and safety projects utilizing project plans and keeps key stakeholders informed on time, scope, and budget as necessary.
- Provides regular updates to the Senior management on Health and Safety Programs.

INDEPENDENCE

Work is generated by annual objectives and in response to health and safety issues.

Work is reviewed through meetings with supervisor.

Issues such as WorkSafe BC appeals, major expenditures and setting of safety performance goals are discussed with supervisor.

WORKING CONDITIONS

Physical Effort:

Climb ladders, stairs and scaffolding, (Rare)

Mental Effort:

Deal with complaints and people in distress. (Rare)

Short periods of intense concentration while preparing statistical reports. (Occasional)

Visual/Auditory Effort:

Focus on a variety of source data and computer for short periods. (Often)

Work Environment:

Office. (Often)

Industrial and construction sites during inspections or investigations. (Often)

Exposure to moving equipment, noise and dust. (Occasional)

KEY SKILLS AND ABILITIES

- Ability to prioritize and organize work to meet health and safety budgets and deadlines.
- Strong written and verbal communication to effectively communicate complex health and safety concepts.
- Strong interpersonal skills to cultivate and maintain effective working relationships.
- Ability to coach and support individuals and organizations in adopting and implementing occupational health and safety practices.
- Strong knowledge of principles of occupational health and safety, industry best practices, legislation and ability to convey information to all levels of the organization.
- Ability to create, store and manage accurate records.
- Ability to Work effectively with the public and outside agencies.
- Strong incident investigation skills including causal analysis.
- Ability to accurately analyse and summarize health and safety data and emerging trends to identify health and safety needs.
- Ability to work independently.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

- Technical school diploma in Occupational Health and Safety (2 years)
- Canadian Registered Safety Professional designation or other equivalent certification
- Current and valid Class 5 B.C. Driver's Licence.

Experience:

- 3 years of related experience or an equivalent combination of education and experience.

OTHER:

Maintain knowledge of occupational health and safety standards including industry best practices, regulations, and relevant standards including mental health, ergonomics, and hazard identification.

May be requested to substitute in a more senior position.

Work schedule: Monday - Friday, 8:30am – 4:30pm, 35 hour work week

\$51.42 per hour, Pay Grade 16

Job Code #4150

This is a CUPE Local 50 Position

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the

community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at careers@victoria.ca.