



DISTRICT OF SAANICH  
CORPORATE SERVICES  
OCCUPATIONAL HEALTH & SAFETY

**OHS SYSTEMS COORDINATOR  
Permanent Full Time**

The District of Saanich is the largest municipality on beautiful Vancouver Island home to approximately 124,000 citizens, blending an urban and rural environment. As an award winning, COR certified employer since 2009, we pride ourselves on exceeding industry standards in health and safety and injury management systems. Our workforce, of more than 1500 staff, are our greatest asset and we strive to attract and retain the best talent to provide excellent services to our citizens. We provide a supportive, team-focused work environment that consistently attracts top-quality people, enables them to perform at their best, maintains their health and safety and continue to develop their skills. Our competitive wages, excellent benefits package, gold-plated pension plan, inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

The Occupational Health & Safety Division provides leadership, advice, and services to enhance the organizational safety culture and support the physical and psychological health and safety of all Saanich employees. The division leads the design, implementation, auditing and continuous improvement of Saanich's OHS and Workplace Injury Management (WIM) Programs. The Division is looking for a budding OHS professional to join the team! The OHS Systems Coordinator manages the corporate-wide safety and WIM training program, handles enquiries, provides technical advice, coordinates audiometric and fit testing, develops, reviews and updates safety documentation for low to moderate risk activities, and supports the annual COR audit. The position also provides administrative support for finance, purchasing, records management, reporting, communications, and special events.

We look forward to learning about your combined education and experience that includes: a Health and Safety certificate or one-year post-secondary education in health and safety; two years of related experience in health and safety; proficiency in use of related software programs (Word, Excel, Outlook, PowerPoint, SharePoint, Adobe, etc); Occupational First Aid Level II certification; and a valid Class 5 BC Driver's Licence. Quantitative respirator fit tester qualifications are preferred. An equivalent combination of education and experience may be considered.

The successful candidate will work varying shifts with hours between 7:00 am and 4:30 pm, Monday to Friday, 37.5 hours per week.

**This is a CUPE Local 2011 position with a wage of \$37.95 per hour and offers an excellent benefits package and pension plan. Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). Please apply by 11:45 p.m. on Tuesday, June 11, 2024, quoting**

**competition 24163 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process testing will be conducted. Only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2024.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.