



Health and Safety Advisor

Are you ready for a career where you can truly make a difference in your workplace? We're on the lookout for a Health and Safety Advisor who's not only passionate about keeping people safe but also eager to tackle the unique challenges that come with the role. If you're someone who prioritizes safety, enjoys collaborating with diverse teams, and has a knack for connecting with everyone you meet—while keeping things fun—we want to hear from you! Are you up for the challenge of providing top-notch service while implementing positivity and team building within our organization? If so, we invite you to submit your resume, as detailed below.

This position is a full-time, on-site role (Three Hills, Alberta)

Position Summary

The Health and Safety Advisor reports to the Manager of People and Culture and develops and maintains the County's Health and safety program, including hazard identification and control, inspection, incident investigation, audits, training, education, policies, and procedures. The advisor also ensures the County's compliance with applicable federal and provincial legislation.

Key Duties

Health & Safety Program

- Maintains the County's Certificate of Recognition (COR) requirements.
- Provide input into and/or draft safety policies for approval
- Updates Health and Safety Manuals and program documentation, including SDS sheets
- Develops and implements communications for all staff on safety-related issues, updates Safety Bulletin Boards, and contributes to the staff newsletter.
- Acts as a resource for all departments on workplace safety issues.
- Assists in the preparation of reports and presentations.
- Provides input into the Health & Safety budget and manages budgeting expenditures.
- Maintains PPE inventory and orders additional equipment as needed.
- Assists in the development of Contractor Safety Manual
- Collaborates with HR and Payroll on the administration and management of WCB claims, including claims monitoring and providing support for return-to-work programs.

Health & Safety Training

- Plans and implements required safety training programs for all employees.
- Delivers orientation to employees on safety program and guidelines.
- Maintains employee training and safety records (e.g. Training, orientation).
- Participates in the development of Emergency Management training.
- Collaborates with departments to orientate the prime contractors or others hired by the County on the County's general safety program guidelines.



Education

- High school diploma [required]
- Post-secondary certificate or diploma in OH&S [asset]
- Certification or working towards certification with Canadian Registered Safety Professionals (CRSP) [required]
- Alberta Municipal Health & Safety Auditor Certification [required]
- Occupational Health and Safety Practitioner, Advisor, or Alberta Construction Safety Officer designation or working towards designation [required]
- Will consider an equivalent combination of relevant education and experience

Experience

- 5+ years direct experience in occupational health & safety
- Experience working with Partners in Injury Reduction (PIR) programs and implementing safe work procedures, practices, and policies.
- Experience working with WCB Act, Occupational Health and Safety Code and Regulations and relevant knowledge of Labour Laws
- Experience working with municipal governments [asset]

What do we offer?

- Competitive pay
- Group Health Benefits
- Local Authority Pension Plan
- Engaging and empowering work environment
- Strong policies and a supportive atmosphere
- Fun and friendly environment
- Investment in team building and culture-focused
- Training and career development opportunities

We encourage you to include an introductory letter with your resume, highlighting your creative solutions to a safety challenge within your organization. We'd also love to hear about innovative ideas you've implemented to enhance the safety culture in your organization. Your experiences and insights are important to us, so please share how you've made a difference!

Please apply through our online portal on our website:

www.kneehillcounty.com

Closing Date: September 4, 2024

We thank all applicants for their interest; however, only those selected for an interview will be contacted. All applicants must be entitled to work in Canada legally and reside (or be willing to) in the general area.