

## Senior Occupational Health & Safety Advisor

📅 Posted 06-Jan-2025 (PST) | 📁 Human Resources | 💰 \$ 94,646-111,348 per year | 🕒 Full-time Permanent | 🏢 Exempt

📍 **Attractive benefits and pension package. Opportunities for career development, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, TOIL, Flexible work environments, and Federal and BC statutory holidays.**

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The City of Penticton's **Human Resources & Safety Department** is in search of a highly motivated and energetic individual for the permanent, full-time (35 hours per week) position of **Senior Occupational Health & Safety Advisor**.

The Human Resources & Safety Department is responsible for developing and managing corporate programs related to training & development, employee & labour relations, recruitment & selection, compensation & benefits, payroll, safety and employee well-being.

Reporting to the Manager of Human Resources and Occupational Health & Safety (OHS), the Senior OHS Advisor collaborates with the City's Senior Leadership Team (SLT), management, and employees to effectively implement the City's occupational health and safety management system to ensure safe and efficient operations. Responsibilities of the Senior OHS Advisor include, but are not limited to, maintaining up-to-date policies and procedures necessary to maintain WSBC Certificate of Recognition, WSBC claims management, incident investigations, site inspections, Joint Health & Safety Committee activities and oversight, and liaising with external stakeholders. The Senior OHS Advisor position spends a majority of the time in the field including at City Yards, the Wastewater and Water Treatment Plants, the Community Center, City Hall, and other City-operated locations.

### Key Responsibility Areas:

#### *WSBC Certificate of Recognition (COR)*

- Ensures all new programs and procedures are developed to meet the COR standard.
- Monitors City activities and reviews program/procedures to ensure ongoing alignment with COR standard.
- Routinely oversees an annual internal audit process as per COR requirements.
- Leads formal COR audit process, as needed.
- Serves as an internal auditor to monitor health and safety systems to support the City of Penticton's participation in the COR program.
- Advises joint health and safety committees (JHSC) for continual improvement and effectiveness.

#### *Hazard Control and OHS Risk Management*

- Oversees hazard control processes including the identification of hazards and mitigation efforts. This includes:
  - Providing resources and training for leadership to effectively identify and control OHS risks.
  - Working with key stakeholder groups in routine hazard control activities.
  - Mentoring and training stakeholders on how to develop Safe Work Procedures (SWPs).
  - Keeping the safety management system up-to-date and relevant to the work practices.
  - Observing work processes, identifying hazards, and assessing risks.
  - Using knowledge and research of regulatory requirements, industry best practices, and (if applicable) manufacturer's instructions; and,
  - Communicating/reviewing SWPs with relevant stakeholders.
- Ensures SWPs are kept up-to-date through a review and consultative process with key stakeholders, such as supervisors, and relevant joint health and safety committees.
- Assists operational leadership in completing field observations of SWPs.

#### *WSBC Claims Management*

- Oversees quality assurance efforts of the Return-to-Work program which includes providing claims statistics to inform SLT on recommended strategies to mitigate emerging risks to claims costs and injury rates.
- Ensures WSBC claims process meets the programs standards, including legal timelines in submitting documents.
- Conducts full incident investigations in conjunction with supervisors, workers, and JHSC members.
- Monitors Functional Abilities Assessment processes for injured workers.
- Assists in creating Modified Work Offers for injured workers, in conjunction with workers, supervisors, health care professionals, and other relevant stakeholders.
- Liaises with WSBC, supervisors, and workers regarding Graduated Return to Work Plans.
- Monitors WSBC regulatory/legislative changes and updates stakeholders.

#### *Health & Safety Training*

- Routinely provides/facilitates/develops training or identifies external training opportunities for employees on key health and safety topics including new employee orientation, regulatory/legislative changes, organizational safety gaps, or topics identified as a result of incident investigations.
- Performs gap analyses to determine key areas of organizational development needed as it relates to occupational health and safety.
- Develops annual training events and goals.
- Creates training events in Learning Management System (LMS) to allow for participant registration and tracking.
- Monitors training goals and compliance with supervisors to ensure all requirements for training are met (e.g., equipment, materials, etc.).
- May develop and/or facilitate training sessions on relevant topics.

- Functionally supervises the Occupational Health & Safety Advisor.
- Collaborates with Operations leadership on the implementation and ongoing maintenance of safety programs.
- Promotes a positive safety culture, leading by example and demonstrating initiative.
- Ensures the OHS management system is effective by:
  - Supporting the continual improvement processes with operational supervisors and managers.
  - Ensuring JHSCs are effective and compliant with associated legislation.
  - Ensuring safety programs are regularly reviewed and compliant with associated safety laws.
  - Ensuring incident investigation program is effective.
  - Ensuring workplace inspection processes are effective.
- Leads the development of OHS policies and programs.
- Conducts incident investigations (e.g., near miss/property damage).
- Oversees the collection of OHS data for health and safety statistics and metrics (e.g., incident investigations, WSBC inspections, first aids, etc.).
- Coordinates with Manager of Human Resources & OHS to communicate emerging OHS risks and plans to mitigate OHS risks.
- Oversees the effective documentation and storage of information for the OHS management system.
- Creates annual communication plan and oversees health and safety communications (Hazard Alerts, Toolbox Talks, etc.).
- Oversees the Emergency Response Program(s) for City facilities.
- Involves City's unions in safety issues and matters, as necessary.
- Liaises with external stakeholders proactively and as necessary (e.g., WSBC, FortisBC, Technical Safety BC, Employers' Advisers Office, etc.).
- Provides onsite support in incident investigations, site inspections and other safety activities as needed.

*Other reasonable duties as assigned.*

#### **Required Knowledge, Abilities & Skills:**

- Advanced knowledge of the Workers' Compensation Act and Occupational Health and Safety Regulation.
- Expert knowledge and experience in accident/incident/near miss investigation techniques, claims management, and field and workplace inspections.
- Expert knowledge of disability management best practices including accommodation and return-to-work programs.
- Working knowledge of labour relations concepts and practices (i.e., working in a unionized environment).
- Strong relationship-building skills and the ability to work collaboratively across departments.
- Excellent interpersonal and verbal communication skills and the ability to deal with people in a positive and professional manner.
- Excellent organizational skills and ability to effectively plan daily routes, duties, and tasks.
- Ability to work co-operatively or independently, problem solve, and exercise sound judgement.
- Ability to keep accurate documentation.
- Proficient with Microsoft Office Suite and LMS administration.

#### **Education, Training & Experience:**

- Diploma in Occupational Health and Safety or a related field;
- 5+ years of recent experience in designing and/or implementing safety programs, conducting safety audits, delivering safety related training, and administering disability management programs, preferably in a unionized, municipal government environment;
- Canadian Registered Safety Professional (CRSP) designation or other equivalent professional designation; and,
- Intermediate First aid; or,
- An equivalent combination of education and experience;
- Valid B.C. Driver's Licence;
- Able to obtain and maintain a satisfactory Police Information Check.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

If you are seeking a challenging opportunity with growth potential and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **January 28, 2025**.

*If you require an different format of application materials, an accessible meeting room or any other accommodation for the recruitment process, please contact us at [HR@penticton.ca](mailto:HR@penticton.ca), we'd be happy to hear from you!*