



HEALTH AND SAFETY COORDINATOR - TERM

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is looking for a proactive and collaborative Health & Safety Coordinator for a **term of up to one (1) year**, to help foster a culture where employee health, safety, and wellness are a top priority. This role will work closely with leaders and employees across the organization to support health and safety programs, coordinate workplace initiatives, and ensure compliance with provincial legislation and best practices.

Key Responsibilities:

- Develop, implement, and maintain occupational health and safety programs, policies, procedures, and safe work practices.
- Coordinate the WorkSafeBC claims and incident reporting process, ensuring compliance with legislative requirements and timelines.
- Support the Stay at Work/Return to Work (SAW/RTW) program by coordinating accommodations and facilitating successful employee returns to work.
- Coordinate Joint Health and Safety Committee meetings and promote employee engagement in workplace safety initiatives.
- Analyze health and safety data, identify trends, and recommend improvements to reduce workplace risk.
- Oversee the Municipality's Lone Worker Program and ensure ongoing compliance.
- Coordinate the administrative components of the Certificate of Recognition (COR) audit process and monitor completion of action plans.
- Develop and deliver monthly safety education sessions and coordinate mandatory health and safety training.
- Maintain accurate health and safety records, confidential employee files, and training documentation.
- Coordinate employee wellness initiatives and act as the liaison with the Employee Assistance Program (EAP) provider.
- Support onboarding by delivering health and safety orientation for new employees.
- Provide administrative support and backup to the Human Resources team as required.

Our Ideal Candidate:

- Diploma or Certificate in Occupational Health & Safety or combination of related education and experience



- Minimum 3 years of experience in Occupational Health & Safety and knowledge of applicable legislation (Employment Standards Act, Workers Compensation Act, Human Rights Act), preferably in a unionized environment
- Canadian Registered Safety Technician (CRST) designation an asset
- Proficient in Microsoft Office and SharePoint
- Experience handling highly confidential information with discretion and integrity
- Excellent communication, organizational, time management and interpersonal skills, with the ability to work independently with minimal supervision or collaboratively in a team setting
- Strong work ethic with the flexibility to adjust hours when required
- Class 5 BC Driver's License
- Intermediate First Aid

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-38E | Opens July 27, 2026 | Closes August 24, 2026
Full Time – Term | 35 hrs/wk | Benefits | Earned Time Off | Municipal Pension Plan
Exempt | Wage Range \$78,791 - \$92,174