

# Career Opportunity



**Position: Safety Advisor (Permanent)**

**Closing Date: May 25, 2016**

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Safety Advisor (Permanent)

**Pay Class** Salary

**Days of Work** Monday to Friday

**Hours of Work** 8:00 a.m. - 4:00 p.m.

**Position Overview** Reporting to the Safety Manager, the Safety Advisor provides administrative and technical support for the Division, including identifying and evaluating risks associated with the physical, chemical, and biological hazards in the workplace and recommending changes to eliminate or control these hazards.

The Safety Advisor is responsible for ensuring Municipal, Provincial, and Federal regulatory compliance and in helping to maintain a safe and healthy workplace. The Advisor plays a significant role in eliminating or reducing the high costs associated with injuries, penalties, property damage, and fines. The Safety Advisor is also responsible for, coordinating in-service training programs, conducting inspections, and performing complex investigations, including those involving significant motor vehicle incidents. The Safety Advisor contributes information and provides guidance to City staff which can have an impact on WorkSafeBC claim decisions.

## NATURE AND SCOPE

The overall objective of the Safety Advisor is to reduce accidents by identifying, assessing, and investigating physical and environmental factors that may cause or contribute to incidents or injury to employees. The position is dedicated to influencing the organization's safety culture by promoting safety awareness through the recognition of hazards identified through workplace inspections and other means, and by promoting safe work practices. The Safety Advisor provides leadership to client groups in ensuring regulatory compliance to avoid penalty implications.

The position provides administrative support and contributes to the development of safety policies, programs and work procedures. The position also plans and coordinates Stay at Work and Return to Work plans for employees.

The incumbent is also responsible for developing and maintaining all of the Occupational Health and Safety databases and for maintaining the physical files of the general filing system, WorkSafeBC injury files and training files. This position ensures all injuries are electronically reported to WorkSafeBC in a timely manner and makes claim decisions regarding appeals of claims in consultation with the Safety Manager.

The incumbent, as directed, develops, distributes, collates, and analyzes risk assessments and surveys for the development, maintenance, and tracking of Health and Safety programs. The incumbent is also responsible for assembling information, reviewing documents, and developing reports as requested. The position may act as a liaison between the City and regulatory bodies.

The Safety Advisor maintains the City's Hearing Conservation Program as required by regulation. Duties regarding the Hearing Conservation Program include scheduling yearly hearing tests, maintaining accurate audiometric tests, and counselling, initiating hearing loss claims, and educating employees and supervisors regarding hearing protection.

The incumbent is responsible for training specific to OH&S as required by conducting and/or coordinating employee training sessions with external contractors, representatives of governmental agencies, consulting companies, suppliers, and educational institutions. The incumbent coordinates employee participation in these training sessions that include, but are not restricted to, first aid, transportation of dangerous goods, confined space, forklift, crane, equipment, respiratory protection, and WHMIS.

#### **Responsibilities** SPECIFIC ACCOUNTABILITIES

1. Ensures that investigations are conducted for all injuries and safety-related incidents involving City employees. Reports injuries and incidents to regulatory bodies as required and submits claims decisions.
2. Conducts or participates in investigations of safety-related incidents of a serious nature, including significant motor vehicle incidents. Identifies key recommendations for corrective measures. Works with and provides information to Human Resources staff as required for labour relations investigations.
3. Conducts regular inspections of worksites, identifies hazards, and makes appropriate recommendations for improvement and implementation of controls.
4. Performs regular worksite contacts to evaluate worksites and activities. Discusses safety concerns and issues and works to educate staff and supervisors.
5. Initiates, coordinates, and/or provides OH&S-related training programs that meet the needs of user departments, while working within an established training budget.
6. Performs detailed and technical industrial hygiene work, including assessments (i.e. confined space, noise surveys, air quality monitoring, environmental temperature exposures, ergonomics). Oversees the hazardous materials program, including assessments and worker exposure monitoring for health hazards.
7. Ensures regulatory compliance and liaises with the regulatory bodies on safety related matters including inspections, written orders, and appeals.
8. Plans and coordinates Stay-at-Work and Return-to-Work plans for employees involved in WorkSafe BC claims.
9. Facilitates and coordinates OH&S joint safety committee meetings.

10. Conducts research, provides technical expertise, information, explanations and interpretations regarding health, safety and industrial hygiene regulations and workplace issues in order to resolve problems and concerns for client groups.
11. Maintains the integrity of OH&S documentation and files according to the City of Kamloops standard system.
12. Develops and maintains OH&S databases, including the input and tracking of relevant data.
13. Schedules and coordinates ongoing immunization clinics.
14. Creates and reviews written instructions, procedures, programs, bulletins and policies related to health and safety.
15. Compiles statistical reports relating to OH&S as required.
16. Conducts management systems audits.
17. Provides advice and guides City staff on matters regarding health, safety, and wellness issues through presentations, training and Crew Talks.
18. Coordinates the Occupational First Aid Program, ensures WorkSafe BC compliance, and supervises and instructs Designated First Aid Attendants in first aid-related duties. Performs duties as a first aid attendant.
19. Develops, distributes, compiles, and assimilates assessment documentation and information for program development and reporting purposes.
20. Coordinates emergency management programs, including fire drills and evacuations. Responds to emergencies and workplace injuries.
21. Provides First Aid services and oversees 10 designated first aid attendants, first aid facilities and supplies.

**Requirements** REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

1. Two-year diploma in OH&S or four-year degree in OH&S related studies, such as Industrial Hygiene; or equivalent combination of education and experience (CRSP, CIH, ROH).
2. Minimum of three years of experience in a safety practitioner's role.
3. Knowledge of labour relations as related to OH&S issues.
4. Exceptional organizational and time management skills.
5. Verbal and written communication skills.
6. Thorough knowledge of Microsoft Word and Excel.

**PREFERRED QUALIFICATIONS**

- CRSP – Canadian Registered Safety Professional.
- WHMIS instructor training.
- Certified Traffic Control Persons Instructor.

- Audiometric Technician Certificate.
- Occupational First Aid Level 2.
- Minimum of five years of experience working in a municipal government setting.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Human Resources

**Position Type** Permanent full-time

**Reports To** Safety Manager

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Hiring Location** Public Works Centre

**Position** Management

**Closing Date** 5/25/2016

**Compensation &** Comprehensive benefits package available.

**Benefits Overview**

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>