

## JOB PROFILE

### OCCUPATIONAL HEALTH & SAFETY ADVISOR

REVISED: OCTOBER 2025

#### Job Summary:

Reporting to the Director of Human Resources & OHS, this position is responsible for leading the City's Occupational Health, Safety and Wellness programs. The OHS Advisor will work collaboratively with all departments including the City's fire department to provide guidance, training and practical solutions that ensure compliance with WorkSafeBC regulations and best practices. This role requires a proactive, and independent professional who can collaborate with leaders, employees, and committees to identify risks, implement safe work procedures, and promote continuous improvement in health and safety practices.

#### Primary Duties and Responsibilities:

OCCUPATIONAL HEALTH & SAFETY	40%
1. Develop and implement health and safety programs, including safe work procedures, policies and training to mitigate risk, optimize worker's health and safety, and foster a positive occupational health and safety culture.	
2. Conduct worksite inspections, including field inspections and safety audits on a regular basis to ensure equipment, materials and processes do not present a health and/or safety hazard to employees, and ensure compliance with safe work procedures. Implement preventative measures and corrective actions as appropriate.	
3. In collaboration with department managers, lead employer incident investigations of workplace accidents/incidents and safety concerns, to identify causes and make recommendations on safe work procedures, and improvements to mitigate risks and reduce injuries.	
4. Act as lead for serious incident/accident investigations (including near misses); interview witnesses, conduct causation analysis, prepare formal written reports, advise on recommendations to prevent recurrence, contact and liaise with WorkSafeBC as required.	
5. Recommend improvements to accident and incident reporting procedures and work closely with supervisors, managers, and joint health and safety committees to ensure all such reports are investigated, documented and reported in a timely manner and that any associated corrective action recommendations are appropriately and consistently implemented.	
6. Oversee the City's Occupational First Aid Program includes providing orientation and ongoing support to first aiders, conducting first aid assessments, appointment of first aid attendants, annual training of OFA's, and ensuring procedures are in place to ensure prompt treatment and reporting of injured workers.	
7. Provides support to two (2) Occupational Health and Safety committees, including participating in meetings; coordinating agendas and minutes and participating in committee special events and projects.	
8. Develop and deliver annual NAOSH activities, and other annual events that support awareness of health, safety and wellness initiatives.	
9. Tracks, analyze and reports monthly on accident/injury, disease, and disability related data to identify trends and recommend proactive preventative strategies.	
10. Aids in coordinating respiratory protective equipment fit tests, audiometric testing, and other health and safety monitoring as needed.	

11. Providing advice, guidance and support to managers and employees with interpretations and applications of the Collective Agreement, Workers Compensation Act (WCA) and OH&S Regulations, Bill C-45 and other applicable legislation.	
<b>DISABILITY MANAGEMENT / STAY AT WORK PROGRAM</b>	<b>25%</b>
1. Lead the City's disability management program including case management and developing return to work and stay at work plans; Liaise with LTD insurance carrier(s) for both work-related and non-work related injuries/illnesses.	
2. Serve as the main point of contact for employees, WSBC, healthcare providers, Managers, facilitating medical assessments, treatment resources, and coordinating rehabilitation and return-to-work plans. Participate in any appeals processes as required (i.e. WCAT hearings).	
3. Provide ongoing support to employees, ensuring clear communication throughout their recovery.	
4. Develop and monitor return-to-work and accommodation plans in collaboration with other members of the HR team, supervisors and union representatives, ensuring compliance with medical, legal, and operational requirements.	
5. Identify and support improvements and/or legislative changes in disability case management processes, policies, and wellness initiatives.	
6. Maintains confidentiality of sensitive and private medical documentation and related information in accordance with Privacy legislation.	
<b>TRAINING</b>	<b>30%</b>
1. Develop, implement and maintain a corporate Learning Management System (LMS). Ensures worker certifications and legislated training occur regularly.	
2. Develop safety related training manuals, programs, and safe work procedures	
3. Assess and identify comprehensive health and safety training and development needs for managers, supervisors and employees	
4. Facilitate in-house training sessions, new employee and volunteer OHS orientations and coordinate external training providers when needed. Collects and analyzes course metrics and feedback.	
5. Monitor, track and ensure ongoing training of all Safety Program including programs such as Workplace Hazardous Materials Information System, First Aid Services, (JHSC), Ergonomics, Working Alone, Workplace Inspections, Prevention of Workplace Violence, and other relevant safety programs and policies.	
6. Maintain a corporate inventory of OHS related documentation including hazard assessments, SWP's, employee training and certifications, incident investigations etc...	
7. Develop and promote wellness initiatives regularly for staff participation, education and awareness, and/or leadership consumption.	
8. Coordinates wellness initiatives and services in collaboration with Employee Family and Assistance Program (EFAP), such as educational workshops, employee support resources, etc.	
<b>OTHER</b>	<b>5%</b>
1. Assists with human resource functions as and when required.	
2. Performs other related duties as required.	

#### Knowledge:

- Considerable knowledge and experience in interpreting and applying the WorkSafe BC Occupational Health and Safety Regulation, Workers' Compensation Act, BC Human Rights Legislation, and applicable Labour Law Accommodation decisions.
- Considerable knowledge and ability to apply Health and Safety Management System concepts/systems approach.
- Knowledge of incident investigation practices and ability to use root cause analysis type methods, or equivalent.
- Knowledge of Certificate of Recognition (COR) safety standards and implementation processes.

- Knowledge and understanding of human resource management practices and disability management practices.
- Knowledgeable of WorkSafeBC claims management including best practices in return to work and accommodation.
- Knowledge and application of CUPE Collective Agreements and working in a unionized environment.
- Knowledge of the applicability of the *Freedom of Information and Protection of Privacy Act* and practices of records management in a HR setting.

**Ability to:**

- Ability to effectively design, implement and administer disability management, safety policies and programs, and facilitate the resolution of issues through consultation, negotiation, and employee communication and training.
- Act with a considerable degree of autonomy and ability to balance site-based safety audits and business administrative duties.
- Well-developed presentation and facilitation skills.
- Considerable ability to exercise discretion, tact, diplomacy, and good judgment with the highest level of care and control of sensitive and confidential information.
- Must be able to communicate effectively with all levels of the organization and external agencies both verbally and in writing.
- Ability to calmly and effectively respond to emergency situations when required.
- Continuous learning and professional development to stay current in with health, safety, and disability management changes.
- Exceptional skills in organizing, analyzing, solving problems, and making decisions.
- Advanced negotiation, conflict resolution, and interpersonal skills, and the ability to mentor and coach at all levels regarding safety practices and prevention.
- Advanced level computer skills with MS Word, Excel, Outlook, and SharePoint.
- Ability to utilize these programs to streamline administrative processes and reporting.
- Ability to work flexible hours when required
- Travel between different City's facilities (City Hall, Fire Department and Operations facility)

**Education:**

- Post-secondary degree/diploma in Occupational Health and Safety discipline or equivalent. A combination of relevant experience and education will be considered.
- A minimum of three (3) years' experience in an Occupational Health and Safety role, preferably in a unionized environment and within a local government or other public sector organization.
- Canadian Registered Safety Professional (CRSP) Certification or Canadian Registered Safety Technician (CRST) Certification.
- Intermediate First Aid Level or equivalent.
- Valid BC driver's license.

*The above statement is a general description of the principal functions of this job and is not a detailed description of all job duties.*