

**Job Description
District of Oak Bay
Occupational Health and Safety Officer**

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| Position Title: | Occupational Health and Safety Officer |
| Reports To: | Director of Human Resources |
| Position Description Date: | March 2021 |

Nature and Scope of Work:

The Occupational Health and Safety Officer reports to the Director of Human Resources and is responsible for the development and implementation of the District's Occupational Health and Safety program. The Occupational Health and Safety Officer will work collaboratively with our leadership and management team, employees, Union representatives, contractors and Worksafe BC to resolve health and safety issues and ensure compliance with applicable legislation and regulations. This position will be involved in matters that are highly confidential and personal in nature such as claims management, claims appeals and in labour relations matters such as participation in grievance administration. The Occupational Health and Safety Officer will ensure a coordinated, proactive approach to disability management and promote a "safety first" workplace culture.

Key Accountabilities:

- Develops, coordinates and administers the District's Occupational Health and Safety program; reviews existing programs and provides recommendations for updates; conducts safety inspections; audits and provides safety orientations; identifies health and safety hazards, and orders work stoppage when required.
- Provides expert advice and support to the management team, staff, health and safety committees on all health and safety matters.
- In collaboration with departments managers and supervisors, conduct investigations relating to workplace accidents/incidents to identify causes and make recommendations on safe work procedures and upgrades to mitigate risks.
- Audits and updates policies, safe work practices and procedures and safety inspections.
- Plans, schedules and presents safety education and training on topics such as confined space entry, biohazards, WHMIS; arrange for instructors to meet specialized training needs. Maintain training records and course feedback.
- Provides professional guidance and support on all matters relating to Worksafe BC including liaising on claims submissions, appeals and return to work programs.
- Assists managers and supervisors in developing and implementing job site safety inspection programs that ensure inspections are conducted on a regular basis to identify hazards and ensure compliance with safe work procedures.
- Tracks and analyzes accident/injury, disease, and disability related data to identify trends and recommend proactive preventative strategies.
- Coordinates first aid training and services such as first aid attendants, supplies and the maintenance of records.
- Recommends improvements to accident and incident reporting procedures and works closely with supervisors, managers, and joint health and safety committees to ensure all such reports are investigated in a timely manner and that any associated corrective action recommendations are appropriately and consistently implemented.

- Coordinates audiometric, noise level and other health and safety training.
- Acts as an employer representative on the Occupational Health and Safety committees.
- Prepares and monitors the health and safety area of the department budget.
- Ensure a continued focus on the development and maintenance of best practices and making recommendations for improvement.
- Assists with human resource management functions as and when required.
- Performs other related duties as required.

Required Knowledge, Skills and Abilities:

- Excellent knowledge of the Occupational Health and Safety Regulation, Workers' Compensation Act, BC Human Rights Code and Labour Canada Health and Safety Regulations.
- Knowledge and experience in accident investigation techniques, claims management and field and workplace inspections.
- Strong relationship building skills and the ability to work collaboratively across departments.
- Excellent knowledge of disability management best practices including accommodation and return to work programs.
- Strong planning, organization and time management skills.
- Ability to be self-directed while working effectively as part of a team.
- Excellent interpersonal and oral and written communication skills.
- Strong ability to exercise tact, diplomacy, discretion and adherence to confidentiality requirements.
- Working knowledge of labour relations concepts and practices
- Demonstrated ability to work collaboratively and influence others and a proven track record of instilling a positive safety culture.
- Proficient with Microsoft Office Suite

Qualifications and Experience:

- Undergraduate degree or diploma in Occupational Health and Safety or related field.
- A minimum of three (3) years of recent experience in designing and implementing safety programs, conducting safety audits, delivering safety related training and administering disability management programs, preferably in a unionized, local government environment.
- An equivalent combination of education and experience may be considered.
- Canadian Registered Safety Professional (CRSP) designation preferred.
- Valid BC Driver's Licence.