

The Corporation of the District of Oak Bay Job Description

Job Title:	Occupational Health and Safety Associate	JEPE Number:	
Department:	People Safety & Compensation	Pay Grade:	6
Supervisor	Deputy Director, People Safety & Compensation	Position Status:	Auxiliary
Effective Date:	July 2026	Position Type:	Union
Reviewed or Amended Date:		Approved by:	Deputy Director, People Safety & Compensation
Job Purpose:			
<p>The Occupational Health & Safety (OHS) Associate supports the delivery and continuous improvement of the District's occupational health, and safety programs. This developmental role provides administrative, technical and field support related to OHS inspections, training, audits, incident investigations, risk assessments and regulatory compliance. The OHS Associate works closely with employees, supervisors, managers, and Joint Occupational Health and Safety Committees.</p>			
Duties and Responsibilities:			
<ul style="list-style-type: none"> • Assists with the administration and maintenance of the District's occupational health and safety programs. • Conducts workplace inspections, hazard assessments and safety audits under the direction of the Deputy Director. • Assists with incident and near-miss investigations and tracks corrective actions. • Supports the development and review of safe work practices, procedures and hazard assessments. • Assists with safety orientations, training programs and safety communications. • Coordinates and maintains health and safety records, databases and training documentation. • Supports COR audits and implementation of audit recommendations. • Provides support to Joint Occupational Health and Safety Committees. • Compiles and analyzes health and safety data and prepares reports. • Performs other related duties as required as required. 			
Demonstration of the District's Workplace Values - CARE:			
<ul style="list-style-type: none"> • Connected means we serve the community and each other with friendliness, kindness, professionalism, and respect – working as one team, sharing knowledge and supporting one another. • Accountable means we do what we say we will do, take pride in our work and act with integrity. • Responsive means we believe that finding better ways to serve is part of our growth and that progress and personal connection can co-exist. • Effective means we deliver sustainable results in ways that nourish people. 			
Required Knowledge, Abilities & Skills:			
<ul style="list-style-type: none"> • Basic knowledge of occupational health and safety principles and applicable legislation. • Strong organizational, analytical and problem-solving skills. 			

- Ability to communicate effectively and build positive working relationships.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office applications.

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Qualifications:

- Completion of Grade 12 or equivalent.
- Completion of at least one (1) year of post-secondary education in Occupational Health and Safety or a related field.
- This position is intended for students currently enrolled in, or recent graduates of, an Occupational Health and Safety program.

Required Licenses, Certifications and Registrations

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