

HEALTH AND SAFETY COORDINATOR

REPORTS TO: Senior Manager, Human Resources

DATE: December 2023

APPROVED BY: Senior Manager, Human Resources

EXEMPT (Y/N): Yes

DEPARTMENT: Human Resources

SALARY LEVEL: Exempt Grid

DIVISION: Human Resources

Replaces: Health and Safety Coordinator

Date: December 2020

SUMMARY: Under the general direction of the Senior Manager, Human Resources (HR), and as a collaborative and valued member of the HR management team, provides a broad range of technical, administrative, and other professional services and advice to management, staff, the general public, agency representatives, and others, in support of corporate programs, operations, and activities that include, but are not limited to, well-being, occupational health and safety, and the Certificate of Recognition (COR) Program.

KEY RESPONSIBILITIES *include:*

1. To promote safety awareness in support of safe working practices while exercising authority and discretion on behalf of the SCRD in alignment with the Health and Safety Program, related policies, associated work procedures, investigations, and inspections, and to interact with staff and the Joint Health and Safety (JHS) committees to support and evolve associated planning and training programs.
2. To guide, promote, and ensure ongoing compliance with the Workers' Compensation Act, OHS Regulations, Safety Management System (SMS), Collective Agreement, other relevant legislation, policies, and bylaws, and to coordinate the development, implementation, sustainment, and evaluation of the effectiveness of the Certificate of Recognition (COR) program.
3. To support the HR team and liaise with key stakeholders including WorkSafeBC, medical professionals, related agencies, union representatives, and others in connection with matters such as attendance and disability case management, transitional work arrangements, stay at work programs (SAW), graduated return to work programs (GRTW), duty to accommodate (DTA) considerations, physical and mental well-being, and occupational health and safety.
4. To research and compile information for such purposes as policy and procedure development, job demands analysis, specific program and/or training needs, and to prepare associated reports and provide related training as appropriate.
5. To support health and safety related or other HR processes including engaging in ergonomic assessments, coordinating the annual audiometric program, actively monitoring the scheduling, training, and availability of Occupational First Aid (OFA) Attendants, and updating all associated personnel files.

TYPICAL ACTIVITIES *include:*

1. Acts as the primary point of contact on health and safety related matters for all JHS Committees, serves on the JHS Labour/Management Committee, and educates and trains staff on the SCRD's Health and Safety Program.
2. Researches, develops, and maintains the SCRD's Safety Management System (SMS) and Certificate of Recognition (COR).

3. Recommends improvements to accident and incident reporting procedures and works closely with supervisors, managers, and JHS Committees to ensure all such reports are investigated in a timely and effective manner and that associated corrective action recommendations are appropriately and consistently implemented.
4. Oversees and provides leadership to health and safety processes including, but not limited to, audiometric testing and hearing protection, fall protection, lockout, confined space entry, fit-testing, occupational first aid assessments, hazard identification and analysis, risk assessments, job demands analysis, and ergonomic assessments.
5. Guides staff and ensures ongoing updates to all Safety Management System and related documents including WorkSafeBC (WSBC) reports, safety training records, safety related certifications (first-aid, fall protection, etc.), reviews JHS Committee minutes and follows up as required, and ensures worksite inspections and annual reviews are conducted and recorded.
6. Provides support and leadership to North American Occupational Safety and Health (NAOSH) activities and engages in promoting safety awareness by participating in programs, campaigns, educational sessions, and/or presentations to community associations and other stakeholders.
7. Assists with related human resources management functions as and when required.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of an Associate Certificate in Foundations in Occupational Health and Safety, along with a Certificate in Advanced Safety Management, with preference given to a diploma in Occupational Health & Safety (OH&S) or Health, Safety, and Environment (HSE) from a recognized post-secondary institution.
- Three (3) years' progressively more responsible, relevant experience, ideally including two (2) years in a unionized environment.
- A valid Occupational First Aid (OFA) Level 2 certificate, or willingness to obtain, with preference given to Level 3 certification.
- Certification or willingness to obtain certification in relevant areas such as Certificate of Recognition (COR), ergonomic assessments, confined space entry, fall protection, and other safety related matters.
- A valid BC Class 5 driver's license.
- Consideration may be given to an equivalent combination of education and experience.

OTHER SKILLS/KNOWLEDGE

- Excellent interpersonal communication skills, especially the ability to write reports, policies, and procedures, and the ability to design and deliver effective oral presentations.
- Working knowledge of all relevant legislation such as the *Workers' Compensation Act & Occupational Health and Safety Regulations*, the *Employment Standards Act*, the *BC Human Rights Code*, and the *BC Labour Relations Code*.
- Basic knowledge of benefit administration plans.
- Proficiency in Microsoft Office programs including Word, Outlook, and PowerPoint.
- Well-developed organizational and time management skills.