



JOB DESCRIPTION

TITLE: OCCUPATIONAL HEALTH & SAFETY COORDINATOR

DEPARTMENT: Human Resources

LEVEL: 11

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Dec 2024

JOB SUMMARY

Under the direction of the Manager, Occupational Health & Safety, the incumbent coordinates, develops, monitors, and investigates safety issues and programs in partnership with all City departments. The Occupational Health & Safety Coordinator provides instruction on safety related matters and internal safety sessions and coordinates with external providers for corporate health and safety training.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Maintains and updates the OH&S management system and related documentation on SharePoint and other data management areas.
2. Administers and interprets current WorkSafeBC Regulations and Act, WHMIS, and other relevant regulations, and initiates corrective action and/or makes recommendations as required to achieve and maintain compliance
3. Researches, drafts, and implements health and safety policies, standards, procedures, specifications, manuals, and handbooks for the implementation and enhancement of the City's Occupational Health & Safety Program.
4. Provides functional direction, training and guidance to departments across the City. May provide orientation to new or temporary staff.
5. Assists in conducting investigations of safety-related incidents, maintains accident records, and interprets trends from statistics.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Inspects work sites, conducts and coordinates risk assessments (e.g. Excavation/Confined Space); makes recommendations, heightens employee awareness of safety issues and/or undertakes appropriate action where unsafe conditions have been identified.
7. Prepares materials and conducts employee health and safety training.
8. Coordinates first aid attendants and maintains supplies; acts as a first aid attendant, as required.
9. Conducts and coordinates the annual Certificate of Recognition requirements, including the internal and external audit.
10. Attends and acts as a resource for the City's Joint Occupational Health & Safety Committee and sits on other related committees as required.
11. Evaluates the City's need for medical monitoring and coordinates audiometric testing, respirator fit testing, etc.
12. Coordinates the City's AED program and AED assets.
13. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Sound working knowledge of the occupational hazards, precautionary measures, materials, and equipment used in a municipal environment.

Thorough knowledge of WorkSafeBC, provincial, and federal safety regulations.

Good knowledge of the variety of positions throughout the organization and the required training to perform the work safely and efficiently.

Ability to instruct others on objectives, methods, and procedures to safely perform work.

Ability to advise and assist department heads and supervisors in new operational safety methods and practices.

Ability to communicate with tact and discretion when dealing with or settling requests, complaints or clarifying information to customers.

Ability to prepare reports and conduct investigations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to lead and support serious safety investigations, incidents and emergencies.

Proficient computer skills in programs such as MS Office (Word, Excel and Outlook), municipal computer programs (ERP and Sharepoint).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in Occupational Health & Safety from a recognized educational institution.

Minimum of 3 years' experience developing and/or maintaining an occupational health and safety management system in a corporate environment.

WorkSafeBC Intermediate First Aid certification.

Possession of a valid Class 5 BC Driver's Licence.

Or an equivalent combination of education and experience.

Membership in Canadian Registered Safety Technician (CRST), National Construction Safety Officer (NCSO) or Canadian Registered Safety Professional (CRSP).

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.