

## **Occupation Health and Safety Advisor (A302)**

### **I. Position Summary**

The Occupational Health and Safety (OH&S) Advisor is employed in a confidential Human Resources capacity. The OH&S Advisor will implement and lead Occupational Health and Safety programs throughout the Okanagan Regional Library (ORL) to create a healthy, productive, and supportive work environment. Under the guidance and supervision of the Director of Human Resources, this position is accountable for implementing, maintaining, developing, and enhancing ORL's OH&S policies and procedures to ensure ORL is compliant with applicable legislative and regulatory requirements. This role is integral in evaluating critical incident response at ORL and is a key member of the OH&S Committee(s).

### **II. Duties, Responsibilities and Authorities**

#### **1. Health and Safety**

- Actively participate as part of the Human Resources Team in support of operational and strategic goals.
- Evaluate, recommend, develop, update and implement OH&S policies and procedures to ensure safety requirements are met.
- Review and update emergency procedures to ensure ORL is in compliance with provincial and federal legislation.
- Participate in and provide expert advice to the Joint Occupational Health& Safety Committees, and action items in accordance with ORL procedures and OH&S Code.
- Partner with Supervisors in the development and implementation of regularly scheduled safety-related worksite inspections throughout ORL.
- Establish a safety record system; maintain safety records (including risk and hazard assessments) and identify and analyze trends in the development of proactive and best practice safety policies and procedures.
- Provide recommendations to the Management Team in addressing security concerns through a review of current practices and historical incident trends.
- Provide expert advice and support to the Management Team, employees, and health and safety committees on all health and safety matters.
- Work with site supervisor on orders and draft response letters/reports and ensure compliance with ongoing communication from WorkSafe BC.
- Work with internal stakeholders, providing timely actions and responses to items noted in incident and health and safety inspection reports.
- Prepare confidential detailed quarterly and annual OH&S and security reports for the Director of Human Resources.
- Conduct relevant annual assessments such as First Aid Assessment and Risk Assessments at all worksites.
- Participate in and periodically lead project-based work.
- Update and develop content on the OH&S Intranet (SharePoint) page.
- Exercise confidentiality when communicating with employees and accessing / handling sensitive information.
- Participate in annual budget process.

- Perform other duties as assigned.

## **2. Employee Education / Training**

- Identify, schedule and present safety education and training to ensure employees are orientated appropriately and adhering to established policies, procedures, and directives.
- Provide training to all employee on the Safety and Security Manual to ensure employees are equipped with the knowledge and tools required.
- Identify and propose new procedures or training to reduce workplace injury.
- Oversee the First Aid Program including First Aid Attendants and ensure appropriate first aid levels and equipment are maintained at all facilities.

## **3. Illness / Injury Case Management**

- Promote and demonstrate constructive, open, and direct communication with all partners (employees, unions, management, third parties) to negotiate effective case management plans and/or to raise and address controversial issues in a constructive manner.
- Manage and process confidential sick and WCB claims and oversee related internal procedures for confidential employee accommodations and return to work plans (RTW).
- Provide support to employees through injury and illness including arranging meetings, gathering confidential information, and providing applicable resources as needed.
- Assess and manage workplace ergonomic risks and provide recommendations on interventions.
- Track and analyze accident/injury, disease, and disability related data to identify trends and recommend proactive preventive strategies.
- Manage the LTD application process, working with leaders to ensure documentation is accurately completed and submitted within appropriate timeframes.

## **4. Investigation and Reporting**

- Conduct or participates in investigations. Identify causes, provides recommendations, and prepares investigation report.
- Monitor ORL incident data and recommend improvements; identify trends and/or hotspots of workplace security-related issues and where additional support or resources may be needed.
- Support external workplace safety investigations or violations to determine root cause and corrective actions, where necessary.
- Ensure that all necessary data, reports, and statistics are current and available.
- Work with internal stakeholders, providing timely actions and confidential responses to items noted in health and safety inspection reports.

## **III. Working Conditions**

Work in an office environment with frequent travel within the library service area. Occasional overnight stays are required.

## **IV. Education/Qualifications**

- Degree or Diploma in Occupational Health and Safety
- Certification as a Canadian Registered Safety Professional (CRSP)
- 3-5 years directly related professional experience in occupational health and safety leadership role.
- Experience in developing workplace health & safety programs and policies

- Experience with project management.
- Experience in unionized environment.
- Valid BC Class 5 Driver's License.

## **V. Other Requirements**

- Expert knowledge of BC Occupational Health & Safety legislation.
- Demonstrated ability to effectively lead and de-escalate emergent situations.
- Strong interpersonal and conflict management skills.
- Ability to establish and maintain effective working relationships.
- Ability to work with a high degree of independence and be highly effective in a small team environment.
- Ability to effectively collect and analyze data and develop detailed reports.
- Ability to work effectively in a fast-paced environment with the ability to reprioritize when necessary, utilizing excellent time management and organizational skills.
- Demonstrated ability to communicate effectively both verbally and in writing, with all levels of employees, to disseminate information, and to deal with sensitive employee issues with tact and diplomacy.
- Demonstrated experience using a fully integrated Human Resources Information System.
- Demonstrated leadership, presentation, and facilitation skills.