

## Job Information

Job title	<b>OHS Prevention Coordinator</b>	Job Code: OHSCR	Pay Grade: P
Title of immediate supervisor	OHS Manager		
Department/Division	Corporate Services / OHS		
Prepared by	N. Pallan		
Date Created	November 15, 2015	Revised date	April 27, 2022

## Job Purpose

Creates and coordinates prevention programs to minimize workplace injuries and illnesses. Provides inspection and other field services, interpretations and decisions to ensure compliance with WorkSafeBC requirements and COR standards. Develops and provides training programs for staff and contractors to continuously improve a workplace health and safety system and promote an organizational culture of safety. Plays a lead role implementing COR maintenance audits and action plans.

Leads and guides workplace parties in conducting hazard identification and risk assessments, and in developing safe work procedures. Applies a broad and diverse knowledge of OHS hazards and controls and the related legislative requirements. Uses communication skills to improve safety behaviours and build the Corporation's capacity to recognize hazards and minimize the risks of injury.

## Duties and Responsibilities

- Plans, creates, and implements OHS policies and OHS management programs, in accordance with the WorkSafeBC OHS Requirements, other standards and industry practices.
- Develops and coordinates an OHS educational program, assessing and communicating needs, and coordinating or delivering training on diverse technical subjects.
- Coordinates COR Maintenance Audits and directs managers on the implementation of corrective action plans throughout the corporation.
- Investigates, gathers information, and prepares submissions to WorkSafeBC regarding orders or more severe types of compliance sanctions.
- Investigates and assesses incidents, hazardous conditions, exposures and equipment, applying knowledge of OHS principles, standards and practices. Directs managers, supervisors and work crews in corrective actions to comply with WorkSafeBC and makes decisions to stop and/or correct unsafe work.
- Interprets relevant legislation and evaluates its application as related to municipal operations, which may include seeking and interpreting legal advice.
- Anticipates and evaluates new OHS standards, identifying the impacts on Saanich operations and OHS system; and coordinates the implementation of the necessary responses.
- Coordinates and maintains WHMIS hazard communication program.
- Provides technical guidance and expertise by attending Joint Health and Safety Committee meetings, as well as presiding at other committees as dictated by the needs of the Corporation.
- Coordinates the handling, storage and removal for disposal of toxic and chemical wastes generated by the Corporation in accordance with all Provincial and Federal regulations.
- Leads corporate occupational first aid program.
- Supports Saanich locations with emergency planning including procedures, training, drills and exercises.
- Coordinates the contracting of consultants and other professional services.
- With assistance from OHS Assistant, manages OHS testing and clinics (e.g., audiometric, respirator fit-tests and vaccinations).
- Conducts risk/ergonomic assessments and make recommendations for corrective measures.

- Assists the Return to Work Coordinator with WorkSafe claims related to Disability Management, Early Intervention and Return to Work Programs.
- Builds productive relationships with unions, joint health and safety committees, contractors, vendors, consultants, industry associations and regulators to achieve a shared vision and commitment to build on the District's strong OHS program and culture.
- Balances multiple projects and priorities while providing internal customer service.
- Provides Human Resources with interpretation of OHS legislative requirements and information on safe work practices in HR matters related to safety infractions.
- Responds to civic emergencies requiring public works assistance; where necessary, assists work crews to ensure safe work practices are followed.
- Prepares technical reports and correspondence. Analyzes statistics and reports to determine accident, injury and illness trends. Recommends and implements program changes to address trends.
- Performs other related duties as required.

### **Qualifications**

- Degree in an Occupational Health and Safety related field.
- Three years related health and safety experience in a municipal, construction or heavy industrial sector.
- Certified with the Board of Canadian Registered Safety Professionals (CRSP).
- Must have certification(s) in one or more of: an industrial trade, ergonomics, disability management, construction safety officer or other certification related to OHS.
- Occupational First Aid Level II certificate would be an asset.
- Valid Class 5 BC Driver's Licence.
- An equivalent combination of education, certification and experience may be considered.

### **Physical Requirements**

No physical activity required.

### **Working Conditions**

Works in an office environment however the majority of time will be spent in the field and at municipal facilities.