

## Job Information

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|-------------------------------|---|--------------------|-----------------|
| Job title                     | <b>OHS Systems Coordinator</b>                  | Job Code:<br>OHSSC | Pay Grade:<br>H |
| Title of immediate supervisor | Occupational Health & Safety Manager            |                    |                 |
| Department/Division           | Corporate Services/Occupational Health & Safety |                    |                 |
| Prepared by                   | R. Chow   |                    |                 |
| Date Created                  | May 10, 2024                                    | Revised date       |                 |

## Job Purpose

Responds to enquiries and requests. Manages corporate safety and Workplace Injury Management (WIM) training programs. Provides technical advice, guidance and consultancy services to municipal departments to meet legal, regulatory and performance requirements. Supports the OHS Division.

## Duties and Responsibilities

- Receives, prioritizes and handles a variety of enquiries and requests requiring technical, regulatory, program and policy knowledge and analysis. Escalates more complex or urgent enquiries to ensure worker health and safety, emergency response, and compliance with legal requirements.
- Manages corporate-wide safety and WIM training program for employees, supervisors and managers, including developing and monitoring annual training plans, and conducting needs and gap analyses.
- Explains, interprets, provides technical advice and consultancy services to workers, supervisors and managers regarding Saanich's safety management (OHS program) and WIM systems to meet and maintain due diligence and certification.
- Develops, reviews and updates safety documentation, for low to moderate risk activities, ensuring compliance with law, regulation, and Saanich writing requirements (style guide and VIP). Supports prevention staff with documentation related to high-risk activities.
- Coordinates audiometric testing, respirator fit-tests and vaccinations. As needed, performs respirator fit-tests.
- Provides technical and administrative support for annual Certificate of Recognition (COR) audit. Supports and tracks COR Corrective Action Plan including implementation of continuous improvements. Acts as primary contact for COR related inquiries, advice, and guidance.
- Prepares and maintains confidential information, correspondence, and reports.
- Establishes and maintains a collaborative working relationship with internal customers, vendors, trainers, industry partners, regulators, and other local governments.
- Assists with communication strategies to keep workers, supervisors and managers informed and up-to-date.
- Ensures accurate purchasing and financial records, including reconciliations and transfers. Manages items stocked by OHS.
- Supports all Joint Health and Safety committees in completing their annual committee evaluations, Terms of Reference, and Occupational First Aid Assessments. Provides additional committee support as assigned.
- Initiates and renews purchasing agreements on behalf of division including researching and drafting specifications. Participates in contractor evaluation process.
- Designs, develops and maintains the occupational health and safety page on the Saanich Elink intranet system and SharePoint.

- Maintains spreadsheets, software applications and records management system to monitor corporate-wide OHS performance for compliance with WorkSafeBC legal and regulatory requirements, COR and Saanich standards. Creates and distributes documents and other reference materials, ensuring current version are being referenced.
- Assists in annual budget forecasting.
- Produces both regular and ad hoc reports for OHS, other Saanich division and committees (e.g., injury trends, training, audiometry testing).
- Ensures daily Occupational First Aid coverage for assigned locations.
- Manages division assets (technical and office equipment) including security, calibration, repairs, and troubleshooting.
- Coordinates special events and campaigns.
- Assists Saanich Police as necessary.
- Performs other related duties as required.

### **Qualifications**

- Health and safety certificate or one-year post-secondary education in health and safety.
- Two years of related experience in health and safety.
- Proficient in use of related software programs (Word, Excel, Outlook, PowerPoint, Sharepoint, Adobe, etc).
- Occupational First Aid Level 2 certification.
- Quantitative respirator fit tester qualifications preferred.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

### **Physical Requirements**

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

### **Working Conditions**

Works in an office environment with periodic facility, field, or site visits in all types of weather and varying conditions.