

Job title	<i>Return to Work & Occupational Health & Safety Specialist</i>	Date: Sept 3, 2020	Job Code: EROHS
Reports to	<i>Occupational Health & Safety Manager</i>		

Job Purpose/Definition

Under the direction of the Occupational Health and Safety (OHS) Manager, this position leads the development of and coordinates the corporate-wide Workplace Injury Management (WIM) Program and elements of the District's Occupational Health and Safety (OHS) Program in respond to workplace incidents and injuries, with a dual focus of supporting injured or ill workers and preventing incident recurrence. Supports, guides and coaches leaders, managers and supervisors, and provides evidence-based opinions and recommendations, both proactively and reactively, to assist them in effectively supporting the stay at work and return to work planning of their injured or ill employees. The position coordinates the timely reporting and effective responses to workplace injuries and other incidents, including a safe and early return to work and effective incident investigations. Liaises with WorkSafeBC, healthcare providers, workers, managers, supervisors, union representatives, payroll, human resources, and other stakeholders. Monitors the organization's performance and supports the continuous improvement of the OHS and WIM programs. Completes statistical reports and identifying workplace injury trends by department. An in-depth knowledge of Disability Claims Management principles and practices, the related legislation (e.g. *Workers Compensation Act*, WorkSafeBC Rehabilitation Services and Claims Manual, WorkSafeBC practice directives, human rights and privacy legislation) is essential, as this position coordinates all aspects of claims reporting and management, providing and soliciting expert input and advice, often dealing with labour relations issues, personal and medical information. The position coordinates incident investigations, relying on a sound knowledge of occupational health and safety principles, practices and requirements (*Workers Compensation Act*, WorkSafeBC Occupational Health and Safety Regulation), particularly in areas of accident investigation, ergonomics, risk assessment, and due diligence. This position also provides the broad spectrum of services associated with the municipality's OHS prevention and Certificate of Recognition programs. The incumbent may be required to perform OHS Manager's duties on an occasional basis.

Illustrative Duties and Responsibilities

Coordinates, implements and promotes Saanich's WIM Program

- Directs, facilitates, and supports the Continuum of Care Model for Disability Management: early and timely intervention, stay at work initiatives, support teams, active case management, safe and flexible return to work planning, transitional options, return to work and/or legal duty to accommodate.
- Provides advice and guidance to all level of management, unions and employees on issues related to disability case management, rehabilitation, return to work planning and legal duty to accommodate as they relate to occupational injuries and illness.
- Coordinates, facilitates, and supports the tripartite relationships with the three unions.
- Facilitates the timely communication between employees, first aid attendants, supervisors, managers, unions, physicians and other health care providers, and WorkSafeBC.
- Represents and promotes the WIM program with external parties.
- Develops, and revises GRTW plans, using medical and personal information in a manner that supports the continuum of care model and respects confidentiality.
- Works closely with human resources to jointly consider occupational and non-occupational factors affecting disability and accommodation needs, developing the employer's position, particularly on complex disability cases, often dealing with labour relations issues.
- Supports the OHS Manager in developing and representing the employer's position on written and oral WorkSafeBC claim reviews and appeals, often involving legal strategies, labour relations issues and risk management considerations.
- Analyses claims, incidents and investigation data to illustrate trends and prepare reports. Provides reports, statistics, technical guidance and expertise on occupational injury and claims management trends for stakeholders and/or committees.
- Identifies, proactively (e.g. develop a database of possible duties) and reactively, modified work opportunities to promptly match employee restrictions to identified modified or alternate work duties. Coaches workers, supervisors and managers regarding these opportunities.

- Works closely with workers, supervisors, managers, payroll and human resources to ensure awareness, understanding and accuracy of payroll and benefits as it pertains to WorkSafeBC claims.

Coordinates Occupational Health and Safety Programs related to incident investigation, ensures OHS training, testing and other activities occur as required by OHS law, regulation, and policy, and implements aspects of the OHS Programs and corporate OHS goals

- Provides OHS subject and regulatory knowledge, well-researched interpretations, recommendations and services to workers, supervisors, managers, to assist them with their compliance with the *Workers Compensation Act* and the Occupational Health and Safety Regulation.
- Coordinates the implementation and continuous improvement of the incident investigation program including assessing each investigation for compliance, tracking investigation findings and corrective actions, providing feedback and coaching to improve quality of investigations, and ensuring investigation process and corrective actions are completed in a timely manner.
- Ensures corporate OHS training is offered supporting Joint Occupational Health and Safety Committees, due diligence and healthy and safe operations, and testing and other activities (fit testing, hearing testing, vaccinations) are conducted as required.
- Develops, coordinates, and delivers OHS program initiatives to leaders, managers, supervisors, and employees in all departments including communication campaigns, and supports COR Corrective Action Plan (COR CAP) and mental health initiatives.
- Leads the Job Demands Analysis (JDA) Program in support of the corporate risk assessment program, and conducts risk/ergonomic assessments and makes recommendations for corrective measures.

Coordinates and implements all aspects the COR Audit Program

- Supports external certification audits and conducts internal COR maintenance audits including reviewing documents, conducting interviews and on-site observational tours.
- Assists with the review and assessment of COR Audit findings, and development and implementation of COR CAP.
- Throughout the year, supports supervisor, managers and Joint Occupational Committees by recommending and promoting health and safety activities to ensure both legal and COR requirements are met, including continuous improvement of both OHS and WIM Programs.
- Provides back-up to OHS Manager on the management of OHS unit staff, program and finances as required.
- Performs other related duties pertaining to disability management and occupational health and safety as directed by the OHS Manager

Qualifications

- Post-secondary degree in a related field.
- One of the following designations:
 - Canadian Registered Safety Professional (CRSP) designation or
 - Certified Disability Management Professional (CDMP) or
 - Certified Return to Work Coordinator (CRTWC) or
 - Certified Vocational Rehabilitation Professional (CVRP) or
 - Return to Work Disability Manager (RTWDM) or
 - Canadian Occupational Health Nurse (COHN(C)).
- Five years of experience in the areas of OHS and Disability Management in a unionized environment.
- Equivalent combination of education and experience may be considered.
- A valid BC Class 5 driver's licence.

Knowledge, Skills, and Abilities on the Job

- An in-depth knowledge of Disability Claims Management principles and practices and the related requirements, policies and legislation (e.g. municipal, WorkSafeBC, Human Rights, privacy, Collective Agreement, medical guidelines, etc.)
- Demonstrated knowledge of occupational health and safety principles, practices and requirements (*Workers Compensation Act* and WorkSafe BC Occupational Health and Safety Regulation), particularly in areas of incident investigation, ergonomic assessment, due diligence and internal responsibility systems.
- Demonstrated technical knowledge of a wide variety of workplace hazards and control methods.
- Experience and an ability to recognize, evaluate and assess hazards and to design or otherwise identify preferred corrective measures applying the hierarchy of control and other OHS principles.
- A sound knowledge of the principles of risk assessments (including ergonomics) and an ability to conduct assessments and recommend effective and practical solutions.
- A high level of confidentiality for files/records, within meetings and conversations (disclosure) with internal and external stakeholders.
- Knowledge of working with compensation boards and on-line portal, insurance based criteria and adjudication processes.
- Working with vendors, representing the District of Saanich in a respectful and positive way, supporting vendor based working relationships, and maintaining budgets for vendor includes processes/programs.
- Strong verbal and written communication and interpersonal skills to influence and reach joint understanding and consensus among employees, supervisors, managers, unions, WorkSafeBC representatives and other stakeholders.
- An ability to conduct research, analyse information, prepare and present reports and statistics.
- A good knowledge of word-processing, spreadsheet, database and presentation software.

Saanich Core Competencies

The incumbent must demonstrate Saanich Core Competencies as they relate to this position (see all behaviour statements):

- Adaptability - willingness to be flexible in a changing work environment
- Relationship Building - establishes and maintains respectful and cooperative working relationships.
- Effective Communications - communicates effectively with others; confidentiality is respected and maintained.
- Problem Solving - recognizes and acts to resolve problems.
- Customer Focus - provides excellent service to both internal and external customers.
- Integrity – provides services with integrity and respect
- Continuous Improvement – supports the organization in establishing and maintaining safe and healthy work habits and practices

Standards

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.