

Job Posting

#23.115 Occupational Health and Safety Officer

919 Pandora Ave

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

The Occupational Health and Safety Officer reports to the Director of Human Resources and is responsible for the development and implementation of the organization's Occupational Health and Safety program. The Occupational Health and Safety Officer will work collaboratively with our leadership and management team, JOSH committees, union representatives and WorkSafeBC to proactively resolve staff health and safety issues and ensure compliance with WorkSafeBC orders, applicable legislation, and regulations. This position will be involved in matters that are highly confidential and personal in nature such as WorkSafeBC claims management, appeals and possible participation in grievance administration. The Occupational Health and Safety Officer will ensure a coordinated, proactive approach to disability management and promote a "safety first" workplace culture across the organization.

Duties and Responsibilities:

- Coordinate and implement Health & Safety program in accordance with WorkSafeBC regulations and standards.
- Provide health & safety training to personnel including managers and supervisors.
- Analyze and investigate health & safety incidents in compliance with WorkSafeBC regulations and standards.
- Keep accurate records and reports.
- Annually review and update all Violence Risk Assessments for all sites.
- Develop procedures for safety concerns in compliance with WorkSafeBC, example, Tuberculosis control procedures.
- Represent the Employer and play a key role in all Joint Health and Safety Committees.
- Assist with the implementation and management of comprehensive health and safety and emergency preparedness programs.
- Provide support to staff on matters of health and safety to identify, mediate, advise, and mitigate incidents or situations that have to potential to effect employee or stakeholder safety.

- Review and update occupational health and safety procedures, policies, and protocols to support compliance with regulatory requirements.
- Inspect workplaces to ensure that a safe and healthy work environment is being maintained and work procedures reflect effective accident/incident prevention practices.
- Advise senior management on the effective collection of safety incident data; analyze safety data to identify trends, recommend corrective actions, and generate reports as necessary.
- Monitor experience rates and work with WorkSafeBC to keep rates in line with the sector.
- Attend all safety, incident, and accident meetings held within the organization.
- Manage, order, and ensure that personal protective and first aid supplies are maintained at all worksites.
- Liaise with WorkSafeBC officers and employees in return-to-work programs.
- Liaise with disability management company.

Qualifications:

Education and Experience:

- Minimum 1 year experience related to Health & Safety Programming
- Proficient MS Office Skills (Word, Outlook, Excel)
- Excellent communications skills (both written and oral)
- Must have valid Class 5 Drivers License
- Formal qualification (certificate, diploma, or degree) in occupational health and safety, legislative compliance, or other related program
- Occupational First Aid Level 1 or higher
- 1-3 years professional OH&S experience
- Experience as a member of and supporting a Joint Health and Safety Committee
- Prior experience of conducting risk assessments and incident investigations an asset
- Prior experience with social services agencies/supportive housing providers or similar considered an asset

Skills and Abilities:

- Knowledge of *Occupational Health and Safety (OHS) Regulation, Workers Compensation Act*, and applicable provincial, and federal regulations
- Excellent attention to detail and accuracy
- Ability to follow through and resolve outstanding issues within a timely basis
- Strong interpersonal skills with an ability to demonstrate a collaborative and encouraging approach
- Ability to remain objective and calm during stressful situations, and diffuse escalating situations using tact and diplomacy
- Strong ability with writing skills, especially for reports and developing relevant policies

Working Conditions

Shifts: Monday to Friday, 37.5 hours per week (flexible schedule to be discussed)

Compensation: \$67,200 to \$75,000 per annum.

Benefits: 3 weeks' vacation. Excellent benefits after successful completion of 3 months of full-time employment.

This is a non-union position.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 4:30 p.m. on Monday, December 4, 2023 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #23.115 - Occupational Health and Safety Officer" in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.