

Job Description: Health and Safety Advisor

Job Title: Health and Safety Advisor
Position Code: P10296
Branch: Human Resources
Department/Unit: Employee Relations & Services
Reports to: Director, Human Resources
Supervises: N/A
Association: Civilian
Pay Grade: G
Hours of Work: Mon-Fri/Days
Date Updated: February 2017

Position Purpose

To act as subject matter expert and resource to members of all ranks and the Joint Health and Safety Committee (JHSC) on all health and safety related issues.

Major Duties & Responsibilities

- Develops, implements and maintains safety programs, policies and procedures such as hearing conservation, WHMIS and designated substances program.
- Monitors the Waterloo Regional Police Service (WRPS) to ensure compliance with legislation and internal policies and procedures.
- Liaises with other members of the Human Resources Branch to resolve issues relating to Return to Work, Labour Relations, Workplace Violence and Critical Injuries.
- Prepares reports and presents to the Senior Leadership Team on health and safety.
- Acts as a liaison with Ministry of Labour (MOL), other external agencies and officials to resolve issues in relation to occupational health and safety; participates in the resolution of internal labour relations matters related to health and safety.
- Develops and delivers ongoing health and safety training to members of all rank; identifies organizational training needs; researches, develops and delivers training on new health and safety initiatives as required.
- Investigates and evaluates requests for assistance on health and safety issues, complaints and concerns regarding working conditions, equipment, methods and procedures.
- Recommends changes to WRPS policies and procedures; hazard, risk and injury prevention; and cost reduction and corrective actions, while ensuring compliance with legislation.
- Supports workplace violence prevention programs, including education, training, and resources; liaises with the Workplace Violence Prevention Coordinator if incidents meet the test of workplace violence.
- Advises senior management regarding construction projects' compliance with legislation; reviews drawings and recommends changes. Advises on risk assessments, mitigation plans, and safety plans as required; performs audits as required.
- Liaises with third party contractors to institute mitigation measures; inspects new and renovated facilities to ensure compliance.

- Coordinates the work of health and safety consultants including industrial hygienists, ergonomists and occupational medical providers.
- Ensures AED equipment at WRPS Divisions is in compliance with applicable legislation.
- Provides information and support while in attendance at JHSC meetings.
- Performs other related duties as assigned.

This position job profile is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Skill

- Knowledge of Occupational Health and Safety, normally acquired through a university degree or college diploma in Occupational Health and Safety, or related field with additional health and safety related courses and seminars required.
- Working towards certification in the Association for Canadian Registered Safety Professionals (CRSP) required. Five (5) years of job experience in the development, implementation and administration of Occupational Health and Safety required. Experience in a unionized and public sector environment is preferred.
- Knowledge of the Occupational Health and Safety Act and related health and safety legislation, regulations, codes and standards such as Electrical Code, Fire Code and CSA standards. Knowledge of labour relations principles, collective agreements, WSIB and disability management.
- Ability to obtain and maintain First Aid and CPR certification.
- Ability to conduct audits and assessments based on recognized standards and/or best practices.
- Strong research and analytical skills, as well as problem solving and risk assessment skills.
- Superior oral and written communication skills to provide advice and guidance in an audience appropriate format in order to win the support and buy-in of multiple stakeholders at all levels of uniform and civilian positions.
- Human relations, facilitation, negotiation, conflict resolution, persuasion, and presentation skills to engage, consult, advise, and guide all levels of staff; resolve safety issues in a sensitive environment; influence adherence to procedures and regulations and behavior change; conduct training programs; and lead/chair committees.
- Mediation and coaching skills to interact with management and staff to resolve safety issues with contractors and regulatory agencies, and support resolution of labour relations issues relating to health and safety.
- Skill in the operation of a personal computer and knowledge of software programs such as Microsoft Office. Ability to operate a projector, fax machine, photocopier, and other related office equipment.
- Ability to read and comprehend health and safety legislation, codes, standards, and practices; conduct research and understand scientific studies and other technical documents; translate technical information into lay terms so they are understood by technical and non-technical audiences; and to justify and defend recommendations.
- Ability to write procedures, investigative reports, proposals, draft Police Service Board

reports, audit documents, planning documents, and statistical analysis.

- Ability to present training and respond to inquiries from all levels of staff, provide advice and instructions, and to attend and participate in meetings and conferences.
- A valid Class 'G' Ontario Driver's License with no more than six (6) demerit points required to travel within and outside the Region to attend WRPS Divisions, meetings, seminars and conferences.
- Ability to participate as an effective team member and to support and project values compatible with the organization.
- Ability to meet police security clearance requirements and to maintain confidentiality.
- Ability to meet testing requirements for the position.

Effort

- Receives direction and guidance from the Director, Human Resources. Has ongoing contact with other members in the Branch. Has regular contact with the Joint Health and Safety Committee. Has regular contact with all levels of staff to provide training and advice, and to resolve issues.
- Has occasional contact with the MOL and other external agencies in relation to work refusals, accident investigations, best practices, and field visits. Has regular contact with peers at other Police Services and external consultants. Participates as a member of the Ontario Police Health and Safety Association.
- Maintains compliance by monitoring own work and the work of others to ensure WRPS policies and procedures, collective agreements, case law, legislations and regulations, and safety standards are not contravened.
- Develops, implements and maintains programs, policies and procedures to promote and ensure compliance. Remains up to date and interprets changes to legislation and recommends changes to policies and procedures as required.
- Works independently to prioritize own assignments in accordance with work plans, and to make decisions and recommendation. Manages several concurrent projects with changed timelines. Reviews options and anticipates impact on WRPS public image, political/organizational implication, and reactions of management and the Waterloo Regional Police Association (WRPA). Some complex issues require consultation with external experts and the Director, Human Resources but implementation remains the responsibility of the incumbent. No past practices may exists, and some decisions need to be made quickly and involve conflict. Work is monitored through its impact on the program and organizational goals.
- Periods of prolonged standing, visual and audio concentration when conducting investigations, inspections, training and attending meetings. 50% of the time is spent sitting at a desk to prepare documents and reports, conduct research, compile and analyze data, develop policies and procedures, and review budgets. Uses, lifts and carries tools, audio-visual equipment and training.

Responsibility/ Impact of Error

- Recommends expenditures related to health and safety including training and consultants costs as part of the Human Resources Branch budget. Ensures that a

personal computer and specialized sampling and testing equipment used for own work is maintained in good working condition.

- Failure to implement health and safety programs and training or to properly investigate safety concerns could result in unsafe conditions not being addressed, charges and/or fines to WRPS, and lost confidence in services provided. Flawed recommendations and decisions could have financial consequences and possible labour relations implications such as work stoppages, work refusals, fines and charges and could affect the credibility of the programs delivered.
- Support in critical injury because OHSa has special requirements for investigations.
- The incumbent has no formal responsibilities for supervision of staff or others. Provides advice and guidance to internal members and the Joint Health and Safety Committee.

Working Conditions

- Work is performed in a standard office, subject to occasional interruptions from others requesting assistance with health and safety issues.
- Travels to other WRPS locations and within the Region to conduct investigations and inspections, provide training, and attend meetings; may periodically travels outside of the Region.
- Due to the nature of the work, occasionally has contact with members who are impatient and unreasonable, requiring the incumbent to be polite and tactful as well as informative.
- Responds and investigates workplace incidents, work refusals, and other related health and safety issues; wears appropriate personal protective equipment to mitigate risks.
- May be required to report to work after regular shift to support emergent issues.