

Seeking applicants for an opportunity as full time Health and Safety Advisor

New Westminster Schools seeks a self-motivated, organized, and collaborative Health and Safety professional. Reporting to Executive Director of Human Resources, the Health and Safety Advisor plays a vital role in ensuring our vision, mission and values are at the core of our Health and Safety programs. The Health and Safety Advisor is a member of, and works closely with, a small dedicated Human Resources team.



About New Westminster Schools

The City of New Westminister is located in the center of Metro Vancouver between the larger communities of Burnaby, Coquitlam, Surrey, and Richmond. New Westminister School's learners number approximately 7000 K-12 students in 12 schools (8 elementary, 3 middle and 1 secondary). In addition to the 12 schools, New Westminister Schools is proud to have three Youth Alternate Programs, two Adult Learning Centres, and a Home Learners' Program. Our school district has a rich tapestry of cultures, backgrounds and needs. Together, we are a caring, inclusive, and committed learning community dedicated to supporting each of our unique learners.



The Health and Safety Advisor Position

This position will implement and manage comprehensive health & safety and emergency preparedness programs across the District, ensuring a healthy and safe work environment for our students and employees. Responsibilities include:

- Advise and assist senior management and other persons involved in planning, controlling and maintaining a healthy and safe environment for work and study.
- Develops and maintains a clear understanding of district's objectives and overall strategies in order to effectively plan, prioritize and integrate health and safety resources across the district.
- Assist in the implementation of policy, procedures, programs and best practices to meet applicable regulatory requirements and corporate standards for all sites in accordance with WorkSafeBC requirements.
- Conducts risk assessments and analyzes work environments, designing programs to control, eliminate and prevent injury or disease.
- Represents the Board on the District Health and Safety Committee (H&S) working with the Committee as the employer's representative to develop and implement an integrated program to promote an awareness of safety in the workplace.
- Acts in the capacity of the employer's representative in connection with worksite inspections and responses to WorkSafeBC inspection reports and orders.
- Helps plan and coordinate the district's emergency procedures, and acts as the district's emergency on-site coordinator.
- Arranges for occupational health and safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.
- Administration of incident/injury reports and investigations, participating in investigating accidents, and recommending corrective action(s).
- Assists with orientation of new and/or returning employees.
- Produce statistical monthly reports for the District H&S Committee.
- Perform hazard assessments as per Occupational, Health & Safety (OH&S) regulations.
- Develop department training/safety programs and procedures; schedule, arrange, support, train, audit and assess performance of each approved session and safety program.
- Responsible for monitoring various District programs including: First Aid, Respirator, WHMIS, etc.
- Employer liaison for site based joint H&S committees including address hazards, implement solutions, and make recommendations and/or referrals to the leadership team regarding outstanding issues.
- Liaises with municipal and provincial emergency planners, updates plans, organizes exercises and evaluates procedures.
- Maintains central repository of agenda's and minutes of various H&S committees.
- Perform other related duties, as required.

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Specific candidate qualifications. Those most likely to be shortlisted will:

- Possess a post-secondary certificate or diploma in Occupational Health & Safety with a bachelor's degree preferred.
- Have 3 to 5 years directly related experience in the field of health and safety, preferably in a public sector unionized environment and ideally in the K-12 education sector.
- Preferably possess a recognized safety designation or certification e.g. Certified Registered Safety Professional (CRSP).
- Possess a detailed knowledge of the Worker's Compensation Act, WorkSafeBC OH&S regulations and claims management pertaining to health and safety in the workplace.
- Have considerable knowledge of work site inspection and accident prevention techniques, and of health and safety hazards for a wide variety of trades, labour, technical, teaching and office operations, combined with the ability to carry out inspections of work sites and to decide appropriate action in unsafe or emergency situations
- Have experience leading workplace inspections, the investigation of accidents and unsafe conditions and the accurate identification of appropriate remedial action.
- Be able to develop and deliver education workshops and seminars related to health and safety to a variety of district staff.
- Be skilled in written and oral communication/interpretation. Have superior interpersonal, communication (written and oral), analytical and conflict resolution skills.
- Be able to establish and maintain effective working relationships with a variety of internal and external contacts and agencies (i.e. employees, union groups, managers, WSBC etc.).
- Possess excellent computer skills (Microsoft Word, Excel, Access and Power Point).
- Have the ability to exercise tact, diplomacy and sound judgement and demonstrate excellent public relations and knowledge to all internal and external customers.
- Be able to perform multiple tasks simultaneously, work well under pressure, and deal with stressful situations with professionalism.
- Have the ability to maintain discretion when working with sensitive and/or confidential information.
- Be comfortable working independently, while maintaining a collaborative working relationship with others in the human resources team.



Application process

Please submit a cover letter, resume, and a list of three recent professional references in PDF or MS Word to: Robert Weston, Executive Director of Human Resources at rweston@sd40.bc.ca. NOTE: References will only be contacted if an applicant is short listed and then only after advance notice to the applicant. A competitive salary is offered along with an industry leading benefits package.

Candidates who have questions are invited to contact Robert Weston, Executive Director of Human Resources at 604.517.6346 or rweston@sd40.bc.ca.

This position will remain open until a suitable candidate is found, however applications received prior to **April 16, 2021**, will be assured of full consideration.

School District No. 40 (New Westminster) is an equal opportunity employer committed to principles of inclusion and equity. We invite any applicant in need of specific consideration when applying to bring such need to the attention of Mr. Robert Weston - Executive Director of Human Resources, by email to rweston@sd40.bc.ca or telephone 604-517-6346.

*Successful Completion of a Criminal Record Search is a District requirement
Please note, only those shortlisted will be contacted.*