



**Position Title:** Occupational Health and Safety Coordinator    **Department:** Human Resources

**Reports to:** Manager of Human Resources    **Pay Range:** Commensurate with experience

**How to apply:** Please send your resume and cover letter to [resumes@pacificahousing.ca](mailto:resumes@pacificahousing.ca) by March 27, 2019 at 11:59pm.

### **Organizational Focus:**

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Pacifica Housing is a rapidly growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our fast-growing team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

### **Primary Objectives:**

Reporting to the Manager of Human Resources, the Occupational Health and Safety Coordinator will be responsible for:

- Lead in developing, implementing, overseeing and evaluating Pacifica's health & safety policies.
- Leading the Joint Occupational Health and Safety Committee in Victoria and Nanaimo as the Chair.
- Assist in implementing and managing comprehensive health & safety and emergency preparedness programs, inclusive of delivering training, across the organization, ensuring a healthy and safe work environment for our staff.
- Lead with carrying out building and office inspections, to ensure that health and safety requirements are being adhered to, while carrying out investigations to successfully resolve any reported incidents.
- Providing support to staff on matters of health and well being to identify, mediate, advise and help alleviate incidents or situations to help staff to remain healthy at work by reducing levels of stress.

### **Key Responsibilities:**

1. Coordinating with each department to build a safer and healthier workplace at Pacifica Housing.
  - To advise and assist Directors, Managers, Workers and others involved in planning, managing, and maintaining a healthy and safe environment for work, inclusive of working together to develop the necessary training and supportive guidelines;
  - To review and update occupational health and safety procedures, policies, and emergency response plans to support compliance with regulatory requirements;
  - To develop and maintain a clear understanding of *Occupational Health and Safety Regulations* and the *Workers Compensation Act* in order to effectively plan, prioritize and integrate health & safety resources;

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- To conduct risk assessments and analyze work environments, so as to assist each department in designing programs to manage, eliminate and prevent injury or disease, while providing a safe healthy working environment that alleviates unnecessary sources of stress;
  - Inspects workplaces to ensure that a safe and healthy(no obnoxious odors, mold or fungal growths, etc.) work environment is being maintained and work procedures reflect effective accident prevention practices;
  - Arranges for occupational health and safety testing, regular inspections, and/or evaluations of the workplace, to bring in external agencies/consultants when necessary;
  - Liaises with municipal and provincial emergency planners, updates plans, organizes exercises evaluate procedures;
  - Provides professional support during emergencies, reported incidents, and stressful or sensitive situations;
  - Coordinates all new and current employee health and safety training, managing documentation of incident reports, risk assessments and training records;
  - Attends all safety, incident, and accident meetings held within the organization;
  - Ensures Supervisors and staff are made fully aware of the requirements and processes necessary to fully support health and safety systems in their areas;
  - Coordinates and implement all WorkSafe return to work programs and procedures, monitors time lost to injuries, related monitoring administrative tasks, and overall coordination relating to WorkSafe requirements and Health and Safety legislation;
  - Assists with the orientation of new and/or returning employees, supervising work station/environmental adjustments as required or necessary to prevent future health related issues. Health related issues are noise, uncomfortable working environments, seats creating back aches or that are unsupportive, cold drafts, directed heat, and equipment that causes repeated strains can all lead to health related issues and addition stress. The Occupational Health and Safety Coordinator needs to assess and make the necessary adjustments, within reason to prevent such incidents; and
  - Other appropriate or related duties as assigned.
2. JOSH Committee (Joint Occupational Health and Safety Committee):
- Lead and serve in the position of Chair of the monthly Joint Occupational Health and Safety meetings in Nanaimo and Victoria;
  - Arrange the JOSH Committee meetings and the schedule for these, to work with the Committee so as to develop and implement an integrated program to promote an awareness of health and safety in the workplace;
  - Create the monthly JOSH agenda;
  - Edit and finalize the JOSH minutes; and
  - Other appropriately related duties as assigned, identified, or required.

### **Qualifications: (minimum Education and Experience requirements):**

#### **Education:**

- Formal post-secondary qualification in health and safety, business administration, policies and legislative compliance, or other related program
- Occupational First Aid Level 3
- CRSP designation would be an asset
- Comprehensive knowledge of Occupational Health and Safety legislation combined with training in hazard recognition, assessment and control

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### Experience:

- 3-5 years professional OH&S experience
- A minimum of 3-5 years of experience as a member of a JOSH Committee
- Formal experience of reporting incidents to WorkSafeBC on the behalf of the organization
- Prior experience of providing risk assessments, writing reports, assessments and analysis of situations, to carry out investigations, relating to incidents within office, property and tenant related building environments
- Ability to remain objective and calm during stressful situations, and diffuse escalating situations using tact and diplomacy
- The ability to manage situations dealing with challenging tenants and keeping situations under control
- Prior experience and training of supporting staff on work related health or safety issues, by providing assessments, advice and proactive support to sensitively manage staff suffering from or dealing with stress, or stressful situations
- 3-5 years experience of using Microsoft office suite, inclusive of maintaining accurate records, with a polite and professional telephone manner

### Knowledge, Skills and Abilities:

- Excellent ability to work well with a variety of personality types, inclusive of challenging tenants, with strong oral communication and negotiating skills
- Ability to work within tight deadlines
- 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
- Strong ability with writing skills, especially for reports and developing relevant policies

**Note:** *An equivalent combination of education and experience may be considered.*

### Additional Criteria for Role:

- Completion of a Criminal Record Check through the Ministry of Justice is required.
- Working in Nanaimo 3 days a moth is required, subject to review as needed.

### Behavioural Competencies Assigned to the Role:

#### Core Competencies

**Caring:** Intermediate

**Creative:** Intermediate

**Responsible:** Advanced

#### Role-Specific Competencies

**Relationship Building:** Intermediate

**Communications:** Advanced

**Initiative:** Intermediate

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*Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.*