

Position Identification			
<b>Position Title</b>	Occupational Health and Safety Officer		
<b>Position Replaces</b>	N/A		
<b>Position Level</b>	Employee	<b>Position Code</b>	1100
<b>Pay Group</b>	Group 12	<b>Revision Date</b>	March-23
<b>Supervisor Title</b>	Manager, Safety	<b>Sup. Position Code</b>	1085
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	N/A	<b>On-Site Requirement</b>	5 days/ week
<b>Division</b>	Operations		

## Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services you can rely on

## Department Summary

The Health and Safety Department at BC Transit is directly responsible for employee health and safety within the Victoria Regional Transit System and provides support for our contracted regional partners throughout British Columbia. We also work with other departments such as Fleet and Facilities to provide scope for equipment, passenger, capital construction and building safety. In joining our team, you will be working with all facets of BC Transit and provide your insights in creating a safer work environment and share your ideas on how to continuously improve overall safety.

## Job Overview

Reporting to the Manager, Safety, the Occupational Health and Safety Officer is responsible for performing a variety of duties related to the identification of workplace hazards and the interpretation and application of safety acts, regulations, policies, procedures and programs. Interprets safety policies, procedures and regulations and provides advice and assistance to managers, supervisors and workers on a variety of safety-related matters. Assists in the

prevention of accidents, injuries, and industrial disease through research and analysis of trends and provision of advice and informational materials.

Conducts work area visits, inspections, and audits, including compiling data and completing inspection reports, monitoring first aid programs, facilities, and resources and performing job safety analyses. Investigates industrial hygiene hazards such as air quality, hearing/noise, vibration, light, heat and chemical exposure. Investigates ergonomic injuries and hazards. Conducts accident or injury investigations, from a safety perspective. Provides advice and assistance to committees on behalf of the Manager of Safety.

## Key Accountabilities and Expectations

Key Accountability	Expectation
<b>Policy and Procedure</b>	<ul style="list-style-type: none"> <li>• Performs a variety of duties related to the identification of work place hazards and the interpretation and application of safety acts, regulations, policies, procedures and programs, including:               <ul style="list-style-type: none"> <li>○ interpreting safety policies, procedures and regulations;</li> <li>○ assisting with the development of incident reporting procedures and processes,</li> <li>○ assisting with the development of safety policies;</li> <li>○ providing advice and assistance to managers, supervisors and employees on a variety of matters including safety of workers, property and equipment safety, fire and other evacuation procedures;</li> <li>○ assisting in the planning, supervision and training of safe work methods and injury prevention techniques;</li> <li>○ assisting in the prevention of accidents, injuries, and industrial disease through evaluation, research and analysis, instructions and informational materials (posters, pamphlets, etc.), and information sessions to employees;</li> <li>○ advising managers, supervisors and workers of detected hazards, trends, costs, and abatement action;</li> <li>○ evaluating and providing input from a safety perspective to mechanical, electrical, chemical and construction designs for facilities, equipment, and new technology;</li> <li>○ evaluating incident and near-miss statistics to identify the most hazardous locations and conditions, and recommending corrective action;</li> <li>○ assisting with monitoring incidents and injuries for trends and coordinating corrective and preventative actions;</li> <li>○ maintaining and updating a variety of reference materials in compliance with WorkSafe BC regulations;</li> <li>○ preparing information for WorkSafe BC and other third party hearings</li> </ul> </li> <li>• Support the creation of any necessary corporate safety alerts, notice to employees or notice to operators</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and manage Occupational Health and Safety programs that meet the regulatory requirements of WorkSafe BC and the Workers Compensation Act and develops all necessary associated training materials</li> </ul> <p>Design, implement and provide training on occupational health and safety policies and programs.</p>
<p><b>Inspections and Analysis</b></p>	<ul style="list-style-type: none"> <li>• Conducts work area visits, inspections, and audits including: <ul style="list-style-type: none"> <li>○ compiling data and completing inspection reports;</li> <li>○ developing and updating inspection checklists to include current regulation references;</li> <li>○ monitoring first aid programs, facilities, and resources, and the handling of hazardous products and goods (WHMIS/dangerous goods);</li> <li>○ analyzing detected hazards, performing job safety analyses;</li> <li>○ ordering operation of equipment and/or work to stop immediately upon identification of unsafe condition, advising the Safety &amp; Training Standards Manager of action taken, and ensuring that corrective action has been taken prior to resumption of activity</li> </ul> </li> <li>• Conducts incident or injury investigations, including scene re-creations, from a safety perspective. May recommend corrective action to prevent recurrence, such as additional training or changes to policies and procedures.</li> </ul>
<p><b>Investigations and Incident Response</b></p>	<ul style="list-style-type: none"> <li>• Investigates industrial hygiene hazards such as air quality, hearing/noise, vibration, light, heat and chemical exposure by: <ul style="list-style-type: none"> <li>○ conducting and/or coordinating initial testing and sampling of industrial hygiene related hazards as required;</li> <li>○ preparing reports, making recommendations or reviewing reports for the abatement of the hazard;</li> <li>○ conducting follow-up and regular testing to ensure recommendations are effective and to ensure continuation of a safe work environment;</li> <li>○ monitoring the application of industrial hygiene principles such as substitution, engineering controls, administrative controls, or personal protective equipment application, etc.</li> </ul> </li> <li>• Investigates ergonomic injuries and hazards, including: <ul style="list-style-type: none"> <li>○ Monitoring the application of ergonomic prevention techniques to ensure the effectiveness of a comprehensive ergonomics program</li> <li>○ Conducting ergonomic risk assessments and providing recommendations to prevent further injury or remove hazards, conducting follow-up and regular assessments to ensure recommendations are effective</li> </ul> </li> <li>• Manage the Safety Management System (SMS): <ul style="list-style-type: none"> <li>○ Establish and maintain a reporting system to ensure the timely collection of information related to hazards, incidents, and accidents that may adversely affect safety</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Assist functional managers in investigating, analyzing and identifying the cause or probable cause of all hazards, incidents, and accidents identified under the safety management system</li> <li>○ Establish and maintain a safety data system, by either electronic or other means, to monitor and analyze trends in hazards, incidents, and accidents</li> <li>○ Monitor and evaluate the results of corrective actions concerning the original Corrective Action Plan requirement and consequential hazards, incidents, and accidents</li> <li>○ Conduct associated training for all employees</li> </ul>
<b>Stakeholder Relations</b>	<ul style="list-style-type: none"> <li>● Provide recommendations to departmental Directors based on incident statistics and trending data and best practices</li> <li>● Provides advice and assistance to committees on behalf of the Manager of Safety and Training, including attending safety committee meetings</li> <li>● Assists in organizing safety training and guidance for safety representatives. Compiles reports or summaries on topics such as incidents, injuries, industrial hygiene concerns, and ergonomic issues for committee use</li> <li>● Conducts new employee/contractor OHS orientations</li> <li>● Organizes Health &amp; Safety Wellness fairs and sources vendors</li> <li>● Develop safety campaigns to address identified safety issues and reduce injury trends</li> <li>● Screen contractors for safety compliance and programs to establish preferred vendors in terms of workplace safety compliance</li> <li>● Advise on RFP responses regarding vendor safety programs and policies</li> <li>● Advise on purchasing safety equipment for all departments</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>● Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

<b>Summary of Qualifications and Job Specific Competencies</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post secondary diploma in Occupational Health &amp; Safety</li> <li>• University degree in a related field would be considered an asset</li> <li>• Certification as a Canadian Registered Safety Professionals (CRSP) would be considered an asset</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five (5) years related experience in the Occupational Health and Safety field including experience in incident/injury investigation, workplace hazards, ergonomics, air quality, and hearing/noise</li> <li>• Experience in a transportation related industry would be considered an asset.</li> <li>• Knowledge and experience in Safety Management Systems and ISO 45001 standards would be an asset</li> <li>• Incumbents are placed into “specialty” areas in which they will conduct the above duties and responsibilities for. These areas can include, but are not limited to:               <ul style="list-style-type: none"> <li>○ Maintenance</li> <li>○ Operations</li> <li>○ Administration</li> <li>○ First Aid</li> <li>○ Contractor Safety</li> <li>○ Safety Management System and Standards</li> </ul> </li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of Worksafe BC regulations and guidelines</li> <li>• Effective communication skills</li> <li>• Problem solving skills – identifying, controlling and mitigating physical hazards and equipment and dealing with resistant employees and employers</li> <li>• Technical skills – utilizing Enterprise systems and working with Sharepoint and Power BI</li> <li>• Strong analytical skills - analyzing data to determine trends and providing direction</li> <li>• Crisis Management including investigation skills</li> </ul>
<b>Willingness Statement</b>	<ul style="list-style-type: none"> <li>• Due to operational requirements, incumbent may be scheduled to work evenings and weekends</li> <li>• Must have a valid BC class 5 license, class 2 would be an asset</li> <li>• Occasional travel required to regional BC Transit partner properties to provide OH&amp;S support, training and/or monitoring on behalf of BC Transit.</li> </ul>