

## CAREERS

### Safety Advisor

The Safety Advisor is responsible for assisting with the development, implementation, and evaluation of a comprehensive range of safety programs and services to meet the goals and legal obligations of the company. These functions include, but may not be limited to, assessing, facilitating, and evaluating injury prevention measures, ensuring occupational health and safety legislative compliance, and implementing and consulting on safety policies.

#### QUALIFICATIONS

- Knowledge of occupational health and safety management, applicable federal, provincial, and municipal regulations/legislation, and industry best practices
- Knowledge of Workers' Compensation Board (WCB) procedures, including claims management and related legislation, and COR audit certifications
- Experience with disability management, incident investigation, workplace inspections, and job hazard analysis
- Strong interpersonal, relationship building, and internal partner coaching skills
- Strong presentation and facilitation skills
- Excellent attention to detail and a high degree of accuracy
- Demonstrated ability to provide beneficial recommendations to solve safety issues related to regulations, laws, and policies
- Able to interpret and implement company policies and procedures
- Effective oral and written communication skills
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Proven ability to maintain the confidentiality of information and records
- Strong analytical, organizational, and problem-solving skills
- Proactive in ensuring job knowledge is current
- Computer literacy, including intermediate to advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook

#### EDUCATION & EXPERIENCE

- 1 – 3 years' experience in safety management in the commercial/institutional construction industry
- Post-secondary degree or diploma in Occupational Health and Safety considered an asset
- National Construction Safety Officer (NCSO), or working toward certification
- Intermediate First Aid certified and maintained

- Valid driver's license

## **FUNCTIONAL RESPONSIBILITIES**

- Assist the Safety Manager in developing health and safety plans for the company based on a full review of health and safety-related needs (assessment of hazards, analysis of database, audits, changing legislation, and best practices) as required by the Ministry of Labour
- Advise, assist, and coach internal partners, managers, and subcontractors on the interpretation and administration of policies, programs, and best practices
- Review subcontractor safety programs and performance to ensure alignment with company standards
- Create and review all safety documents, manuals, policies, and procedures regularly to ensure regulatory compliance
- Collaborate with project team to develop project-specific safety plans to ensure project-specific hazards are identified as well as client-specific requirements are met
- Assist the project team and/or management with incident and near-miss investigations on their projects or in the office
- Collect and analyze safety performance data, including incident rates, near-miss trends, and audit findings, to identify improvement opportunities
- Ensure equipment is inspected as per regulation and is in alignment with those standards
- Assist the Safety Manager with training requirements, maintenance of records relating to health and safety-related training, and assist in the development and rollout of programs
- Assist with internal/external audits and act on recommendations
- Facilitate and enhance the JEN COL safety culture
- Perform regular worksite inspections, assessments, and audits
- Attend and assist with safety meetings as necessary

## **WORKING CONDITIONS**

- Field and Office atmosphere (hazards associated with the construction industry)
- Manual dexterity required to operate computer and peripherals
- Periodic driving of a company vehicle
- Travel to job sites across western Canada