

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION – HEALTH, SAFETY & WELLNESS – LOCATION – 120 KING ST. W., 9th FLOOR)

SAFETY SPECIALIST

SUMMARY OF DUTIES

Reporting to the Manager, Health, Safety & Wellness, develops, implements and maintains corporate and departmental health and safety programs to ensure compliance to the Occupational Health and Safety Act and other legislation.

GENERAL DUTIES

Assists with developing, implementing, and maintaining corporate, departmental and divisional health and safety programs.

Provides senior management, supervisors, workers, Joint Health and Safety Committees with current and accurate advice.

Develops and delivers health and safety training programs to ensure employees and the departments comply with changes.

Conducts workplace inspections and health and safety audits, monitors compliance with legislative and corporate health and safety requirements.

Conducts hazard analysis and risk assessment studies.

Encourages and promotes a high level of health & safety awareness in the corporation.

Provides technical support and information to client department Joint Health and Safety Committees.

Conducts and consults on health and safety investigations, accidents and incidents, ensures documentation completed and processed, and to ensure recommendations are implemented.

Assists in the research, development and ongoing implementation of the corporate WHMIS program.

Provides direction and guidance to all levels of management and staff in safety matters.

Inspects facilities, equipment and machinery on a regular basis to ensure compliance with government legislation and to ensure proper handling of dangerous substances.

Liaises with labour and management at worksite to identify and remedy hazards and concerns.

Participates in activities such as field demonstrations and presentations designed for the promotion of safety awareness.

Prepares detailed reports for all levels of management and joint safety committees on findings, discussing methods and results of investigation and recommending specific action to resolve safety issues.

Responds to complaints from management, workers and union involving dangerous situations, work refusals and Orders from the Ministry of Labour.

Interprets the Occupational Health and Safety Act and other related legislation.

Conducts training seminars and presentations on workplace hazardous materials information system, basic health and safety principles and personal protective equipment.

Liaises with various government agencies and associations concerning health and safety accidents and issues.

Attends joint health and safety committee meetings as required.

Conducts safety audits and technical surveys by carrying out appropriate testing of air quality, air flow, lighting and temperatures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to responsibilities of the position.

Qualifications:

1. Demonstrated experience related to the functions listed above in a major unionized public or private sector organization normally acquired through the completion of a Occupational Health and Safety Program or related discipline or an equivalent combination of education and related experience.
2. A thorough knowledge of employment and related legislation (e.g. Occupational Health and Safety Act, Workers Safety and Insurance Act, Employment Standards Act, Human Rights Code, Labour Relations Act, Workplace Compensation Act, Environmental Protection Act), and sound human resources practices.
3. Considerable experience as a safety professional in an industrial or construction environment.
4. Proven investigation, mediation and problem solving skills in a multidisciplinary environment.
5. Excellent written, verbal, interpersonal, and communication skills.
6. Proven facilitation and presentation skills.
7. Developed ability to recognize hazards and unsafe working conditions.
8. Ability to exercise discretion, judgement and work with a degree of autonomy.
9. Experience in a municipal environment preferred.