

CITY OF HAMILTON

CITY MANAGER'S OFFICE

HUMAN RESOURCES – HEALTH, SAFETY AND WELLNESS SECTION – (LOCATION - 100 King St W., 10th FLOOR)

HEALTH, SAFETY AND WELLNESS SPECIALIST

SUMMARY OF DUTIES

The Health, Safety & Wellness Specialist is responsible for taking a proactive, prevention-oriented and continuous improvement approach that supports the City of Hamilton and departmental occupational health, safety and wellness programs. This position is responsible for strategic planning, analysis and development, implementation, evaluation and maintenance of the City's health, safety and wellness program. Reporting to the Manager of Health, Safety and Wellness, the incumbent will work collaboratively with leaders, employees, Joint Health and Safety Committees, union representatives and other stakeholders by providing timely support, guidance and advice to support department and corporate wellness, health and safety programs. This includes providing technical guidance, education and training on a variety of health, safety and wellness hazards, risks and issues.

GENERAL & SPECIFIC DUTIES (INCLUDING, BUT NOT LIMITED TO)

Program Development and Maintenance

Works collaboratively with key internal stakeholders to identify organizational needs and then lead the development of corporate program, practices and strategies using best practice methodologies to ensure effective planning, analysis, development, implementation and evaluation of health, safety and wellness programs for the City. Program development includes policies, procedures, guidelines, resources, tools, etc.

Ensures that program development and implementation utilize innovative and leading best practices and is aligned with change management best practices that addresses client needs.

Works with departments to support implementation of corporate health, safety and wellness programs, including, but not limited to, delivering education, training and other supports as required.

Collaborates with other Health Safety & Wellness team members in the planning and delivery of wellness programming.

Participates in task forces, corporate initiatives, and committees as required.

Service Delivery to Facilitate Occupational Health and Safety Compliance

Works in accordance with:

- organizational principles and values and sets an example with demonstrated behaviour
- 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.

Trusted Advisor

Provides advice and guidance to leaders and employees about occupational health and safety legislation, best practices, resources, tools, policies, procedures and the like to promote and encourage compliance. Is a technical resource for internal stakeholders on all health and safety matters, including compliance with proactive and prevention-oriented programs.

Supports internal stakeholders by facilitating resolution of complex health and safety matters.

Liaises between the client department and regulatory agencies enforcing the Workplace Safety and Insurance Act and/or the Occupational Health and Safety Act including associated regulations.

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Leads and provides expert direction on work refusals, critical injury investigations, inspections, and Ministry of Labour, Immigration, Training and Skills Development (MLITSD) orders in conjunction with the client department and Joint Health and Safety Committee representatives, where appropriate.

Assists the supervisor, as needed, with critical injury investigations, identifying root causes, and making recommendations to address them.

Prepares, maintains and submits up to date documentation, as required by the MLITSD (Ministry of Labour, Immigration, Training and Skills Development).

Assists departmental leaders to proactively addresses emerging issues and projects.

Works collaboratively and consults regularly with other Human Resources teams to ensure effective service delivery that balances client needs and corporate priorities.

Supports people leaders with workplace violence investigations and makes recommendations for corrective actions.

Participates as needed in the client department Joint Health and Safety Committees in an advisory role.

Supports departmental leaders with their employee health, safety and wellbeing strategies.

Audit, Assessment and Testing

Conducts period audits, testing, gap analysis, risk assessments, sampling and/or inspections to identify workplace health and safety issues and/or trends, and develops findings and recommendations, in a written report to internal stakeholders and departmental leaders.

Develops and delivers corporate and/or departmental occupational health and safety audits.

Provides risk assessment and statistical analysis in support of the development and implementation of corporate and departmental primary prevention programs and procedures.

Enables people leaders and employees to respond to concerns related to a workplace health safety and wellness issues by assisting with the recognition of hazards, assessment of their impact on employees and making recommendations to adequately control worker hazard exposure.

Measurement, Analysis and Reporting

Collects, analyzes and reports on occupational health, safety and wellness data for the client department and organization, including leading and lagging indicators, accident, incident and hazard trends, makes recommendations for any necessary changes and amendments, in consultation with client departmental leaders and the Joint Health and Safety Committees, as may be required from time to time to improve and update the corporate health, safety and wellness program.

Stays up to date with occupational health, safety and wellness legislation and best practices. Identifies gaps and opportunities at the corporate and departmental level, makes recommendations and enables action that addresses the issue.

Develops and prepares reports, as required, for submission to the client leadership team and Manager of Health, Safety & Wellness about health and safety program performance and recommendations.

Communication, Education and Training

Facilitates and delivers a wide range of education and training programs to foster compliance in the department with legislation and City policies, procedures and guidelines (e.g., workplace violence prevention, confined space entry,

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personal protective equipment, lock out tag out, machine guarding, supervisor competency, WHMIS, hazard recognition and control, accident reporting and investigation, etc.)

Develops and disseminates employee health, safety and wellness educational materials and communication strategies for client departments.

Facilitates personal safety training, violence prevention training, and monitors implementation of personal security and violence prevention recommendations.

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

QUALIFICATIONS

1. Post-secondary education or certificate (e.g., Canadian Registered Safety Professionals Certification "CRSP") in occupational health and safety, or an equivalent combination of education and considerable professional experience.
2. Extensive years of experience driving results in an occupational health and safety in a major unionized public or private sector organization. Experience in a municipal, health care or community service organization preferred.
3. Demonstrated knowledge and capability to deliver high quality services to client groups using a customer centric and collaborative approach.
4. Experience conducting ergonomic assessments, developing recommendations, reporting findings, communicating outcomes and supporting clients with implementation is preferred.
5. Demonstrated consultation and auditing skills at all levels within the organization, which demonstrates an ability to apply a broad perspective requiring an integrated knowledge of human resources management, related disciplines and business processes.
6. Extensive experience leading program development, including in planning; project management, consultation, coordination, facilitation, and program evaluation.
7. Experience in occupational health and employee wellness is an asset.
8. Demonstrated ability to build collaborative relationships rooted in trust and integrity that drive results for the client department and Human Resources.
9. Demonstrated skills in data collection, analysis, reporting, planning, monitoring and evaluation.
10. Highly experienced at driving change across all levels of the organization with the span of the role. Change management certification is an asset.
11. Proven organizational skills; ability to manage multiple projects in a fast-paced environment manage competing priorities and resolve complex issues in a multistakeholder environment.
12. Demonstrated analytical and problem-solving skills to conduct assessments and evaluations with the ability to make recommendations based on findings and research.
13. A thorough knowledge of employment and related legislation (e.g., Occupational Health and Safety Act, Workplace Safety and Insurance Act, Employment Standards Act, Human Rights Code, Labour Relations Act, Environmental Protection Act, Accessibility for Ontarians with Disabilities Act, etc.), contractual obligations and sound human resources practices.
14. Excellent written and verbal communication skills, interpersonal skills and facilitation skills

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15. An excellent facilitator, knowledgeable about adult learning principles and capable of delivering learning at all levels.
16. Highly developed ability to recognize hazards and unsafe working conditions through hygiene monitoring techniques, investigative strategies and research abilities.
17. Ability to exercise discretion, judgment and work with a degree of autonomy.
18. Relevant professional designation (such as Canadian Registered Safety Professional, Canadian Occupational Health Nurse, Certified Health and Safety Consultant) pertinent to the duties listed an asset, or equivalent combination of education and experience.

Other

- Ability to work outside regular business hours, as required.
- Valid Ontario Class "G" driver's license and reliable vehicle to use on corporate business.
- Combination of education and experience may be considered.