

HEALTH AND SAFETY ADVISOR MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Human Resources

LOCATION: Grande Cache, Alberta

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Manager, Human Resources, the Health & Safety Advisor provides necessary support and coordination for Greenview's health & safety programs.

MAJOR

- Advise on compliance and interpretation of the Occupational Health and Safety Act, Regulation, Code, and any other relevant legislation.
- Assist and support fellow Health & Safety Advisors in all aspects of the Occupational Health and Safety Management System.
- Facilitate the safety management system and ensure compliance.
- Maintain internal database for all safety documents and records.
- Assist in maintaining Certificate of Recognition (COR) through Maintenance and COR audits.
- Administrative duties to include, but not limited to the development, implementation, and revision of hazard assessments, safe job procedures, policies, written reports, and recommendations.
- Attend Joint Health and Safety Committee (JHSC) meetings to advise and coordinate with committee members on recommendations and action items.
- Ensure new hire orientations and training is completed and all required documentation is inspected and collected accurately. This includes scheduling required training and competency verification, if required.
- Assist in monthly safety meetings/bulletins.
- Participate in incident investigations to determine root cause, casual factors, and preventative measures/corrective actions where necessary.
- Formulate corrective actions to identify risks and hazards to workers health and safety.



- Assist in emergency response and evacuation plans and ensure emergency preparedness measures at all work locations are implemented and reviewed.
- Coordinate Greenview's PPE program, including ordering, maintaining and distribution of inventory as required.
- Maintain Safety filing, both electronic and hard copy filing.
- Perform site visits and inspections as required.
- Monitor and assist with WCB claims.

MINOR

- Continuously analyze and provide recommendations for improvements with regards to tracking and reporting procedures for safety data.
- Complete additional Health & Safety projects as required and assigned by the Manager, Human Resources.
- Perform other duties as assigned.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Occupational Health & Safety Certificate preferred or willingness to obtain.
- 3-5 years' experience in Occupational Health and Safety in a related field preferred.
- Comprehensive knowledge of Occupational Health & Safety Act and Regulations.
- Class 5 driver's license.

SKILLS REQUIRED:

- Ability to handle sensitive personal information with strict confidentiality.
- Ability to interact well with, and respond to inquiries from Management, and employees.
- Proficiency in Microsoft Word, Excel, Outlook, and Power Point.
- Superior problem solving and troubleshooting skills.
- Excellent verbal and written communication skills.
- Excellent time management skills.
- Must be detail oriented.
- Excellent organizational skills.
- Must be self-motivated and able to work with minimal supervision.
- Must be able to work well within a team.
- Must be flexible as the nature of work is subject to change.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of telephone and computer.
- Travel to various Greenview locations as required; use and operation of a vehicle.
- Long periods of sitting.



- Some light lifting.
- Normal working day consists of 7.5 hours; however occasional overtime or weekend work may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

