#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Health & Safety Advisor

**Job Number:** X-244 | VIP: 1121

**Band:** EXEMPT-6

**Department:** Human Resources

**Supervisor Title:**  Manager, Environmental, Health & Safety

**Last Reviewed:** June 26, 2024

#### **Job Purpose:**

Reporting to the Manager, Environmental, Health & Safety, the Health & Safety Advisor will provide expertise and operational leadership in all aspects of the Environmental, Health and Safety program at Trent University. The incumbent will be responsible for managing and maintaining the Health & Safety training program, ensuring that proactive, relevant, and accessible H&S and Science Safety Training opportunities are in place for all employee groups, students, researchers, visiting scholars, and contractors, and that compliance obligations are met via appropriate training.

The Advisor conducts research, develops programs, provides training and advice to faculty, managers, and employees and facilitates and promotes Health & Safety culture and resources throughout the University. They are required to understand and translate industry best practices into policies, programs and processes that ensure Trent’s compliance with Ontario Regulations and Safety Codes.

#### Key Activities:

##### Health & Safety

* Utilizing industry best practices, interpreting legislation/policy and identifying regulatory requirements, develop and implement health and safety programs, including standard operating procedures, practices, policies, and training to mitigate risk, optimize worker’s health and safety and foster a positive health and safety culture.
* Provide advice and guidance to faculty, management, supervisors, and employees in the interpretation and application, programs, policies, and procedures as they relate to occupational health and safety.
* Work with Manager, Environmental, Health and Safety to ensure annual health and safety goals and targets are met, to reduce workplace incidents, and continual improvement.
* Maintain positive working relationships with multiple different university departments to ensure a compliant and cross-functional health and safety system, including Facilities Management, Risk Management (Campus Safety), Science Safety, CareerSpace, Human Rights, Equity, and Accessibility, College offices, and Athletics.
* Coordinate on the maintenance of Fire Safety plans and Fire Warden program.
* Manage and oversee H&S projects, such as competitions, notice boards, program reviews and updates, implementing new software where required, and risk assessments.
* Direct Supervision and management of Health & Safety student assistant(s).
* Responsible for management of the First Aid Program and makes recommendations for improvements.
* Provide ergonomic training for employees and conduct ergonomic workplace assessments as required.
* Responsible for tracking the annual H&S budget of approximately $55,000, dedicated for training, equipment, licenses, hazardous waste management, and safety supplies.
* Responsible for updating, monitoring, and maintaining the Health & Safety website; works to ensure information is accurate and important information is posted in a timely manner.
* Act as a stand-in for the Manager, Environmental, Health & Safety, as needed, for critical situations such as work refusals, workplace injury investigations, MLITSD visits, H&S testing, hazardous waste management, etc.
* Acts as the University’s contact for feedback / complaints / information as legislated under the OHSA. Provides support with Public Health matters in both Peterborough and Durham, including pandemic response, emergency preparedness plans, and environmental health issues.

##### Training, Development & Employee Wellness

* Lead the University-wide development and continuous improvement of comprehensive Health & Safety training strategy to ensure strategic alignment of training and development organizational goals.
* Organize and coordinate Health & Safety related training, including the creation and implementation Health and Safety Orientation, Health & Safety Awareness training, and Workplace Violence training to all employees, as well as other H&S related training such as First Aid, WHMIS, Ergonomics, Asbestos Awareness, Working at Heights, etc.
* Responsible for working with all University departments in identifying and organizing mandatory Health & Safety training requirements for their employees, and in maintaining records of training.
* Develop and implement a system for the maintenance of Health & Safety training records and Learning Management System documentation in the HRIS, including identifying timelines and processes for recertification training.
* Responsible for overseeing the management and promotion of existing employee wellness initiatives.
* Researching and developing new employee wellness initiatives based on feedback and usage of existing initiatives.
* Responsible for measuring and evaluating the effectiveness of training delivered and employee wellness initiatives to continually improve programming.
* Monitor and follow up with employee training records to ensure compliance with regulatory requirements.
* Organizes and ensures workplace-specific training which focuses on the hazards and control measures for specific jobs is provided, on request of the supervisor.
* Organizes departmental training sessions offered to the university community.
* Orders and distributes EHS materials – training packages, copies of the OHSA, etc.

**WSIB Management and Incident Investigation**

* Responsible for all aspects of the WSIB program, filing claims, responding to WSIB inquiries and questions, investigating WSIB requirements for employees, advising employees and managers of the process and status of application, managing the return-to-work process.
* Provide awareness and education to the Trent Community on WSIB requirements for placement students, including training for placement coordinators.
* Responsible for tracking, managing, and investigating workplace-related incidents and near-miss reports. Works with management to ensure that adequate incident investigations and corrective actions have been completed and documented by supervisors in response to workplace injuries and incidents.
* Monitor workplace incident and injury trends to identify gaps, propose solutions and implement changes to improve the development of programs targeted to reducing workplace hazards and improving safety.
* Provides competent professional emergency response to the University community for health and safety hazards. Prepare reports related to such emergencies, which include recommendations based on sound health and safety or occupational hygiene principles to prevent recurrence in the future.

##### Joint Health & Safety Committee Management

* Provides operational management for the University’s Multi-workplace Joint Health and Safety Committee (JHSC).
* Responsible for ensuring Joint Health and Safety Committee workplace inspections are conducted as per the OHSA. This includes a critical and systematic examination of the physical conditions of the workplace to discover hazardous actions and conditions that might contribute to an accident or incident in the work environment.
* Reviews and approves inspection reports to ensure appropriate corrective actions have been put in place in compliance with OHSA. Advises and works with Managers to identify solutions to workplace hazards and deficiencies.
* Assists the JHSC members to follow up with various levels of supervision to ensure correction of unsafe conditions.
* Acts as liaison between the JHSC and managers regarding H&S issues as they relate to workplace inspections for the campus.
* Fulfills recording secretary role for JHSC.
* Organizes annual training for JHSC members regarding hazard identification and the duties of the JHSC.
* Works with the management to ensure that their areas are inspected and are held accountable for completing corrective actions related to workplace hazards.

**Contractor Safety Management Program**

* Works alongside the Manager, Environmental, Health & Safety in researching, developing, and managing a Contractor Safety Management Program by establishing the requirements when contracting for services and projects to confirm that the University takes all necessary steps to prevent accidents, injuries and illnesses to employees of contractors, its own employees and other.
* Supports Facilities Management and Planning through review of safety plans, performing WSIB Safety Checks, and supporting ongoing construction and maintenance activities as required.
* Assist the University with ensuring contractor compliance with University policies and procedures.

**Science Safety**

* Develops and implements lab safety programs, maintains systems, and provides institutional expert advice and response for laboratory users.
* Develops and implements field work safety programs, maintains systems, and provides institutional expert advice and response for field safety resources.
* Assist in the scheduling and coordination of hazardous waste pickup for all University departments, including Facilities Management, Sciences, and Research.
* Responsible to develop and maintain a comprehensive Science Safety Training Program which will be available to all relevant employees, students, graduate students, and visiting scholars.
* Provides administrative support for the Science Safety Committee, including scheduling of meetings, record retention, and minute keeping.
* Provides administrative support for audits by outside agencies (e.g. Ministry of Labour, Canadian Nuclear Safety Commission, Ministry of the Environment, Public Health Agency of Canada, Environment Canada, etc.)

##### Student Experiential Learning Support

* Oversees and manages the Student Placement and Student Orientation Health and Safety programs, including determining training needs, delivering training, determining priorities, directing work of student EHS interns and providing feedback on performance.
* Act as a subject matter expert for Health & Safety related matters for the student placements, Experiential Learning Working Group (ELWG), attends meetings and providing training for group as necessary.
* Advise student placement coordinators for onboarding H&S requirements and incident management, including submission of claims to WSIB as necessary.

#### Education Required:

* Completion of Honours Degree (4 year) in science or engineering.
* Completion of Masters degree in a related field.

#### Experience/Qualifications Required:

* Five (5)+ years of Health & Safety experience in a post-secondary environment required.
* A professional safety or occupational health designation such as Canadian Registered Safety Professional (CRSP) or Certified Industrial Hygienist (CIH) would be an asset.
* Strong facilitation, problem-solving, negotiation, conflict resolution and client service skills.
* High level of attention to detail, accuracy, and confidentiality required.
* Strong research and analytical skills.
* Strong communication skills, both written and verbal; strong presentation skills.
* Demonstrated tact, diplomacy, and objectivity.
* Ability to work under minimum supervision and as part of a team.
* Proficiency in a variety of software applications including word processing, presentation, spreadsheet software, voice, and web technologies; dBase an asset.
* Ability to multi-task with proven organizational skills