



## NON-CONTRACT ROLE DESCRIPTION

**JD2436**

<b>ROLE TITLE:</b>	Safety Advisor	<b>ROLE DESCRIPTION NO.:</b>	00298
<b>DEPARTMENT:</b>	Human Resources-Wellness & Safety or Designated Project	<b>HEABC REFERENCE NO.:</b>	TBD
<b>REPORTING TO:</b>	Team Leader, Prevention & Health Promotion or Designated Project Director	<b>HSCIS CODE:</b>	06060
<b>CLASSIFICATION:</b>	NCEM/Range 7	<b>JOB CODE:</b>	06060A

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

As a member of Wellness and Safety, the Safety Advisor provides leadership and guidance in the development, implementation, monitoring and evaluation of the Wellness and Safety Programming; coordinates an authority-wide approach to the management of complex safety initiatives in compliance with WorkSafe BC Regulations focusing on injury prevention and the assessment of injury risks and develops recommendations for minimizing or eliminating such risks within Island Health.

As part of the leadership team, the Safety Advisor works collaboratively to promote a culture that ensures high standards of safety and fosters ownership of health and safety at every level within the organization. The Safety Advisor takes a lead role in the provision of safety services consistent with the mission, goals and values of Island Health..

### DUTIES AND RESPONSIBILITIES:

1. Leads in the planning, development, implementation and management of programs, policies, procedures and standards related to safety.
2. Develops budget estimates for safety program initiatives.
3. Develops, delivers, facilitates and evaluates safety education and/or training to minimize risk within Island Health.
4. Contributes to the Wellness and Safety team by participating in the strategic planning process, the development of Island Health policies and procedures related to safety, and determining cost efficiencies.
5. Functions as an expert consultant to Management, Staff, and JOH&S Committees throughout Island Health for continuous improvement in the area of Wellness and Safety.
6. Recommends programs and initiatives to assist in the compliance with legislated requirements and Island Health policies through the analysis of Safety Audits, Worksafe BC Inspection Reports, Joint OH&S Committee minutes and other relevant health-related statistics/information.
7. Analyses trends in workplace accidents, incidents and injuries, and recommends programs, training or initiatives to reduce the risks of injury or loss.
8. Recognizes and advises management of abnormal or potentially damaging conditions observed within the Authority.

9. Conducts safety risk assessments as identified by management, staff, statistical injury trending or initiatives driven by legislation. Authors or provides analysis of technical reports containing recommendations to eliminate or minimize risk.
10. Investigates health & safety hazards, utilizing specialized, technical equipment where required.
11. Liaises with and provides support to Supervisors, Managers and the Joint Occupational Health and Safety Committees in promoting injury prevention activities, risk awareness and development opportunities.
12. Collaborates and communicates internally with all levels of staff (including healthcare unions) in the delivery of programs and with external clients including the Worksafe BC, regional working groups or Wellness and Safety staff from other authorities.
13. Demonstrates personal initiatives in the attainment of department and Island Health goals, objectives and those related to personal performance planning.
14. Maintains current knowledge of relevant policies, procedures, legislation and decisions, and provides interpretations within the Authority.
15. Attends individual work sites in Island Health and assists managers, unions and employees in the implementation of health and safety promotion and injury prevention programs.
16. Promotes a safety culture that encourages a healthy work environment, individual responsibility and personal commitment to safety.
17. Responds in a timely fashion to complex queries, requests and incidents.
18. Delivers onsite services and expertise throughout Island Health.
19. Educates staff through the development and presentation of Wellness and Safety information at Island Health New Employee Orientation.
20. Maintains professional currency through involvement in appropriate continuing education.
21. Represents the Wellness & Safety Department on various internal and external committees as appropriate.
22. Performs other related duties as required.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a Bachelor's degree in a related safety discipline and three (3) years' professional experience in an environment where knowledge, development, implementation and evaluation of Wellness and Safety has been applied.

Direct experience in a large multi-union healthcare environment is preferred.

### **Skills And Abilities**

- Professional accreditation (CRSP, CSP, CIH, ROH) or the ability to achieve these accreditations is desirable.
- Demonstrated comprehensive knowledge of Wellness and Safety Programs and relevant legislation
- Demonstrated experience in establishing & managing the implementation of Wellness and Safety Programs
- Comprehensive understanding of healthcare technology and work processes
- Demonstrated ability to work under time constraints, with multiple priorities
- Ability to interact with others effectively, often in highly charged emotional states
- Superior investigative, analytical and creative problem-solving skills
- Ability to develop, facilitate and evaluate educational programs

- Ability to maintain confidences of personal health and safety matters
- Ability to work independently using initiative and to make decisions guided by standards of practice, WorkSafe BC regulation and Island Health policies and procedures
- Effective organizational skills and the ability to prioritize workload effectively
- Ability to work effectively within a team environment
- Ability to communicate effectively in both verbal and written formats
- Demonstrated ability to operate a PC utilizing MS Office software applications
- Physical ability to carry out the position
- Use of a personal vehicle to travel between multiple sites