



FIGR
Health and Safety Advisor

Overall Job Purpose:

Reporting to the Director of Facilities and Engineering, the Health and Safety Advisor, will be responsible for managing the maintenance and administration of FIGR's health, safety and environmental policies and programs, in accordance with organizational standards and legal regulatory requirements. You will take a proactive approach to health and safety to drive continuous improvement and help promote a positive safety culture.

Responsibilities include but are not limited to:

- Lead, develop, support, and promote a positive safety culture throughout the organization
- Ensure conformity with all legislative requirements related to Health and Safety
- Develop, update and maintain all Health and Safety policies and programs
- Identify improvement opportunities, develop and implement industry best practices and corrective actions
- Communicate areas for concern, corrective action, and suggested policy updates
- Ensure Safe Work Procedures are currently updated and complete for all work centers and tasks
- Ensure SDS's are up to date, accessible, and training is provided to staff
- Guide, support and advise the Joint Health and Safety Committee to ensure that the Committee is empowered within the requirements of legislation
- Provide regular statistical reports on all safety incidents and injuries
- Maintain PPE program and inventory, safety signage, maintain safety boards, and required safety documentation
- Lead and maintain a Return-to-Work Program
- Maintain emergency response plan as needed and lead staff training on evacuation plans, fire drills, etc.
- Manage and coordinate contractor management system
- Lead and complete incident investigations and management of WCB claims as needed; ensuring timely completion of accident/injury reporting and ensuring modified duties are implemented as required
- Perform regular inspections at workplaces and take necessary action to ensure compliance
- Work with department managers to inspect and help conduct hazard assessments on equipment and machinery
- Coordinate and manage injury/illness claims with WCB, Human Resources, health professionals, and employees
- Identify and deliver all required Health and Safety training programs including new hire orientation
- Coordinate training and organizational coverage of First Aid Attendants and assist departments in first aid needs
- Ensure safety sections within Standard Operating Procedures are maintained and developed as needed

Candidate Profile:

- Post-Secondary education in Occupation Health and Safety or equivalent experience
- 2-3 years of Health and Safety experience
- Knowledge of Health and Safety Legislation and Regulations and Safe Work Practices
- Possess or willing to obtain training certifications; First Aid, WHMIS, Forklift, Confined Space, Lock Out etc.
- Experience with Injury Case Management, WCB disability management, accident investigation, workplace inspection and job hazard analysis are considered an asset
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint, Outlook)
- Advanced interpersonal skills including communication with flexible, open, and approachable attitude
- Demonstrated initiative and the ability to work with minimal supervision

Additional Information:

- **Status:** Full-Time Salary, Permanent Position
- **Benefits:** Full Medical/Dental Group Benefits Plan immediate enrollment, RSP matching after 3 months

If interested in this position, please apply to [here](#) by 11:59pm on May 1, 2022

Please note that only successful candidates will be contacted. Applications will not be accepted on-site.