

<b>Position:</b>	Wellness and Occupational Health & Safety Specialist	<b>Hours:</b>	35 hours/week Flexibility is required (Monday - Friday 8:30 a.m. - 4:30 p.m.)
<b>File No.:</b>	FACSFLA-2018-31	<b>Number of Positions:</b>	1
<b>Employment Type:</b>	Full-time Permanent	<b>Location:</b>	Kingston
<b>Date Posted:</b>	April 24, 2018	<b>Closing Date:</b>	May 14, 2018

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**Position Summary:**

The Wellness and Occupational Health & Safety Specialist is responsible for planning, developing and implementing the delivery of the organizational health, safety and wellness programs/initiatives for the Agency in support of building a high performing safety and wellness culture. This individual ensures legislative requirements are met, and provides guidance on best practices, new approaches, and provides suggestions on how to continuously improve safety on a day to day basis. The Wellness and Occupational Health & Safety Specialist, in collaboration with the Human Resources Director and the Agency Management teams, is responsible for designing and implementing Health Safety and Wellness policies and procedures that support the Agency's Strategic Direction and initiatives.

**Required Qualification:**

- Community College Diploma and/or University Degree in Occupational Health and Safety or a related field, or an equivalent combination of education and experience.
- Occupational Health and Safety certifications - Canadian Registered Safety Professional (CRSP) is an asset.
- Minimum of 3-5 years of experience in leading health safety and wellness initiatives
- Knowledge of related legislation such as Employment Standards Act , Occupational Health and Safety Act, Workers Safety and Insurance Act, Ontario Human Rights Code.
- Strong judgment and critical thinking skills.
- Excellent communication and interpersonal skills.
- Expert coaching/guidance, research, ethical decision making, collaboration and consulting skills
- Excellent presentation and facilitation skills; including the ability to develop effective training programs
- Knowledge of best practices and principles in Occupational Health and Safety, disability management and return to work programs.
- Knowledge of best practices in wellness initiatives including Mental Health and chronic mental stress with WSIB entitlement.
- Experience in unionized environments an asset.
- Ability to maintain statistics, analyze trends, process information, and generate reports.
- Demonstrated tact and diplomacy skills and the ability to handle confidential matters with discretion and maintain confidential records information
- Ability to discuss sensitive information, and influence/persuade others to follow a recommended course of action.
- Strong planning, organizing and project delivery skills.
- Proficiency in using MS Office applications (e.g., Word, Excel, Power Point, etc.).

## **JOB DESCRIPTION/SPECIFICATION**

### **1. Health, Safety and Wellness**

- As the primary internal health and safety resource to the organization, provide expert knowledge, consultation and advice to management, staff, and the workplace joint occupational health and safety committees to protect the health, safety and well-being of staff.
- Assist management in recognizing, understanding, assessing and controlling health and safety issues.
- Interpret and provide advice and guidance to all departments pertaining to the Occupational Health and Safety Act and Regulations, the Workplace Safety and Insurance Act and other applicable statutes and regulations
- Maintain awareness of amendments to the Occupational Health & Safety Act (OHSA) and Regulations and make recommendations for their implementation.
- Identifies hazards and assesses risk to health and safety, involving individuals to identify the appropriate safety controls and coach and mentor operational leadership and team Members in Risk Management / Hazard Assessments
- Visits all Agency locations on a regular basis to ensure that all H&S programs are being followed and gaps are addressed.
- Provide coaching and in some instances, lead detailed incident investigations identifying direct and indirect root cause analysis to identify and determine effective remedial actions and to ensure Remedial Action Plans are implemented
- Assist with investigations where allegations of workplace harassment, bullying or worker safety may be in jeopardy.
- Act as an advocate for employee wellness and oversee and implement organizational wellness initiatives including Mental Health programs. Promote a wellness culture to keep employees healthy and engaged
- Oversee EAP program

### **Key Projects & Initiatives:**

- Establishes health, safety, and disability management initiatives, tools and resources management to improve health and safety and wellbeing of employees
- Manage projects that may include organizational Health and Safety risk assessments, Health and Safety Program & Policy Development, implementation of Worker Safety initiatives, development of an Ergonomics program and design and delivery of Wellness programs.
- Oversight of the Emergency Response program through maintenance and training exercises
- Develop, revise and implement H&S policies, procedures and related to Occupational Health, Safety on an ongoing basis that will create and maintain a safe workplace, establish a culture of health and safety, and ensure the workplace meets all legal expectations.
- Develop, implement and maintain relevant H&S Training and onboarding programs for health and safety, incident reporting, modified work/accommodations and OHA requirements.
- Coordinate recurrent wellness activities such as, mental health training and awareness campaign, etc.
- Establishes a presence and cadence promoting the Agency's wellness initiatives
- Partner with leadership team and implement program action plans resulting from safety audits to ensure compliance with the Occupational Health and Safety Act of Ontario

### **WSIB & Workplace Accommodations:**

- Manage all WSIB claims for the project in a timely manner per industry best practices, acting as the liaison with the Ministry of Labour (MOL) and the Workplace Safety and Insurance Board (WSIB).
- Support the early and safe return to work of employees with injuries. Ensures accommodation plans are medically supported and reasonable considering the employee's needs and the employer's needs. Identify and modify work in a meaningful manner.
- Reduce and eliminate workplace injuries through a collaborative partnership with Agency Managers, Employees and external partners

### **Employee Relations:**

- Follow up with new employees to ensure they are comfortable and working safely in their new roles. Provide information on potential job-specific hazards.
- Assist with employee relations by responding to enquiries and providing guidance concerning collective agreement, HR policy and practices.
- Ensure appropriate referrals, consultations, follow up by appropriate personnel as well as facilitate meetings to conduct problem solving if/when required.
- Conducts harassment and violence in the workplace pulse checks through monitoring employee relations concerns; follows up and educates via training and presentations.
- Address employee concerns and issues.

### **Compliance & Reporting**

- Provide accurate, reliable and verifiable statistics regarding Health and Safety incidents/illnesses, accidents; reviews, tracks and reports on location metrics to analyze trends and expenditures related to WSIB - NEAR, to facilitate the prioritization of mitigation strategies
- Coordinate and lead periodic audits, evaluations and inspections to identify unsafe conditions and practices, follow up to ensure deficiencies are corrected within designated time frames;
- Drive continuous improvement of Health, Safety and Wellness through development of action plans based on review of incidents, risk, and employee feedback.
- Oversee AODA initiatives and ensure compliance.

### **Committees & Contacts:**

- Manage wellness committee to facilitate the implementation of wellness activities
- Co-chairing JHSC as the organization's management representative and follow up that JHSC meetings are held on a regular schedule. Ensure legislative compliance and the development and implementation of annual goals. Ensure compliance is monitored and goal outcomes are evaluated with a view to continuous improvement. Continue to build the safety culture by recognizing achievements.
- Member of the Steering Committee to implement Peer Support program & training at the Agency
- Acts as liaison with Ministry of Labour and internal/external stakeholders, third party suppliers and service providers and ensure development, and promotion of initiatives and programs.
- Develops and maintains contacts with professional associations, and other relevant organizations to remain current in the field. Develop and maintain very good professional relationships with professional associations, prevention safety agencies to remain current in field. Respond to agency inquiries and inspections;

**Other Responsibilities:**

- Carry out such other responsibilities as may from time to time be assigned by the Director, Human Resources.
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**How to Apply:**

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: [hr@facsfra.ca](mailto:hr@facsfra.ca) Interested and qualified applicants are invited to apply in writing by May 14, 2018
  - Please include the competition number and the title of the position in the subject line of the email.
  - Please submit cover letter and resume as single attachment.
  - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at [hr@facsfra.ca](mailto:hr@facsfra.ca) .

NOTE: We are a scent-free workplace.