

Class No.:	
Original Date:	February 2020
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Pay Group:	20

CLASS SPECIFICATION

HEALTH, SAFETY & ENVIRONMENT (HSE) ADVISOR

NATURE AND SCOPE OF WORK

This position has significant interaction and visibility with members of the University community, as a subject matter expert in Health, Safety, Environment and Emergency Management. The incumbent is expected to have a degree of coaching acumen and an ability to respectfully communicate across all levels of the University. Duties include implementing and coaching on the respective Management Programs, to support a safe and healthy workplace and maintain regulatory compliance. There is a fair amount of independent decision making that must be well-reasoned and professionally performed.

This position reports to the Manager, Health & Safety and Emergency Preparedness.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Acts as an expert information resource and coach to employees, leaders and the Joint Occupational Health and Safety Committee in the interpretation and application of internal safety policy and procedures, and external safety and environmental regulations.
- Assists in the development of health, safety and environment policies, processes, safe work procedures and emergency response plans, including protocols for safety and environmental audits and inspections.
- Identifies (potential) hazards at the university and within activities undertaken by the university community and makes recommendations for controls to prevent injury or loss in consultation with the various university groups and according to health and safety regulations.
- Monitors, supports, and verifies adherence to University's Safety, Environment and Emergency Management systems by all employees as well as contractors.
- Monitor changes in internal and external environments making recommendations for improvement to address new and emerging safety and environmental hazard

exposures. Assesses impacts and verifies compliance with existing work practices and standards.

- Identifies safety and environmental requirements/learning needs to support the design and facilitates delivery of select Health & Safety hazard-specific training.
- Organizes and participates in health, safety, environment incident investigations, reports on findings, including causal factors and corrective actions.
- Supports the University's health, safety, environment, and emergency management programs. This may include recruiting and organizing volunteers; scheduling and/or delivering training and drills; auditing, inspecting, and investigating; assessing safety or environmental factors; consulting qualified persons, as required; and working with relevant departments and committees in the delivery of programs.
- May lead or support project initiatives and research activities within the office of safety and emergency services.
- Organizes logistics and maintenance of department equipment and supplies; research new and/or advancements in products; ensures operational readiness.
- Participates as a member of emergency response teams.
- May be required to travel between different University facilities and campus locations.
- May be required to work outside of standard office hours.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (fire, earthquake, WHMIS).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Excellent organizational and problem-solving skills.
- Hands on, approachable, can-do attitude.
- Ability to interpret and communicate regulations
- Strong effective written and oral communication skills, presentation
- Computer skills with Microsoft Office Suite
- Knowledge of Health, Safety and Environment rules and regulations and the ability to conduct research to maintain knowledge.
- Work respectfully and cooperatively with others; establishing and maintaining strong relationships with internal and external partners; being inclusive, encouraging participation of all members

- Superior leadership, communication and interpersonal skills in dealing with a wide range of individuals
- Ability to adapt to changing priorities and demands.
- A commitment to continuous learning and a thirst for new ideas and innovation.
- A demonstrated ability to mentor and engage others to ensure success in the workplace.
- A demonstrated ability to work as an effective member of a team and to work independently
- Understanding of emergency management requirements
- Ability to lift heavy equipment and boxes within WorkSafeBC standards to weights =/< 25lb.
- Ability to work in non-standard environments, such as construction sites, at heights, and in changing environments.

REQUIRED TRAINING AND EXPERIENCE

- Education, training and experience equal to post-secondary education with at least a Certificate from an accredited Occupational Health and Safety school; or an Environmental Management Certificate with courses in Occupational Health and Safety, or relevant field.
- At least 3 years of recent related experience in Environmental Management or Occupational Health & Safety and/or relevant trades experience within an intermediate to large organization. (Experience in providing these services in a in a post-secondary setting will be seen as an asset.)
- Working knowledge and understanding of Health & Safety legislation and standards.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Tickets in: Fall Protection, Arial Platforms, and Occupational First Aid Level 1 are considered an asset
- Professional designation such as (CRSP, CHSO or CHSC) are considered an asset
- Valid BC Driver's Licence Class 5