

Health & Safety Specialist

Corporate Services

REPORTS TO:	DIRECTOR OF CORPORATE SERVICES
DEPARTMENT:	CORPORATE SERVICES
SECTION:	HEALTH & SAFETY
LAST UPDATED:	DECEMBER 2025
DIRECT REPORTS:	N/A

Position Summary

Reporting to the Director of Corporate Services, the Health & Safety Specialist is responsible for supporting a proactive and sustainable health, safety, and wellness culture across the City. This position champions the City's commitment to ensuring that all employees approach their work with a safety lens, understand and work in alignment with the City's Health & Safety Program and procedures, and have the necessary training and tools to maintain a safe work environment.

This role serves as a trusted subject matter advisor to the Leadership Team and supervisors on the City's occupational health, safety, and wellness programs. It ensures regulatory compliance in alignment with the City's organizational priorities and values and works with managers and employees to ensure continuous improvement of programs, procedures, and systems. The Specialist provides health, safety, and wellness support to all divisions, with a strong focus on Civic Works, and empowers safety leadership among managers, assistant managers, and forepeople.

Responsibilities

Leadership & Safety Culture

1. Support assessments of the City's current health and safety systems, culture, and practices; identify gaps, risks, and improvement opportunities.
2. Support the development and implementation of multi-year strategies and roadmaps to advance regulatory compliance, safety culture, and safety management systems.
3. Advise the Senior Leadership Team and other levels of the organization on risk, safety performance, and legislative requirements.
4. Report to the Senior Leadership Team and divisions on key performance indicators, trends, and adjustments to safety priorities.
5. Support professional consultants leading the City's safety projects and initiatives.
6. Support city-wide initiatives that integrate physical safety, psychological safety, wellness, and injury prevention into day-to-day decision making.

Health & Safety Program Management

7. Lead the development, maintenance, and continuous improvement of the City's Occupational Health & Safety Program.

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8. Work with others to ensure regulatory health and safety compliance, including topics like hazardous materials handling and waste management.
9. Meet regularly with Civic Works management to understand what's working well and what could be improved.
10. Support the implementation and ongoing optimization of the City's Health & Safety Program and digital health and safety management systems.
11. Create, update, and audit safe work procedures, policies, guidelines, and systems, with a focus on risk mitigation for both physical and psychological hazards.
12. Support Civic Works and all other departments by ensuring operational procedures and field practices meet legislative, regulatory, and City requirements.
13. Coordinate Joint Health & Safety Committees, including meeting participation, agenda/minute preparation, training tracking, and follow-up monitoring.

Risk Assessment, Inspections & Compliance

14. Identify, assess, and mitigate workplace hazards in collaboration with managers and supervisors.
15. Ensure health and safety compliance at City work sites and contractor operations.
16. Recommend improvements to incident reporting systems and ensure timely investigations and consistent implementation of corrective actions.
17. Participate in incident investigations and root-cause analysis as required.

Training, Education & Safety Communications

18. Coordinate safety education, training and testing (ex. fit testing, hearing) and maintain records.
19. Develop safety campaigns to raise awareness and support a proactive safety culture.
20. Coordinate first aid services, supplies, training and maintain records.

WorkSafeBC Claims Management

21. Provide guidance on WorkSafeBC claims submissions, appeals, and regulatory requirements.
22. Support accommodation and gradual return-to-work planning in partnership with HR, medical professionals, and supervisors.
23. Track and analyze injury, claims, and safety performance data to identify trends and provide recommendations.

General

24. Manage and administer the Health and Safety Division budget.

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25. Perform other duties and special projects as assigned.

Qualifications

- Bachelor's degree in occupational health & safety, or a related discipline, accompanied by a minimum of 5 years of related experience, or an equivalent combination of experience and education.
- Certification as a Canadian Registered Safety Professional (CRSP).
- Minimum Basic First Aid.
- Proven ability to design and implement safety initiatives and deliver safety training across diverse work groups.
- Experience working with a digital Health & Safety Management System is an asset.
- Experience in a unionized municipal environment is an asset.
- Excellent track record providing advice & support to managers, supervisors, employees and health & safety committee members.
- Knowledge and experience in the application of the Workers' Compensation Act and Regulations, incident investigations, and claims management.
- Experience developing and managing return to work and accommodation processes.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to be self-directed, organized, results-focused, and detail-oriented while managing competing priorities.
- Strong decision-making, conflict management, and problem-solving skills.
- Effective planning and organizational change skills.
- Proficiency with MS365 and Office Suite, and ability to perform general administrative tasks.
- Ability to appropriately manage confidential and sensitive information with discretion.
- A valid Class 5 BC Drivers' Licence.