

Occupational Health & Safety (OHS) Consultant

Status: Full Time

Hours: Monday to Friday; 35 hours/week

Campus: Fennell

Pay Band: 10

Rate of Pay: \$74,502 - \$93,128

Posting Date: June 24th, 2020

Closing Date: July 15th, 2020 at 7:00pm EST

JOB SUMMARY:

The Occupational Health & Safety (OHS) Consultant provides proactive and comprehensive OH&S consulting and advisory services to ensure a safe working and learning environment within the College, and compliance with legislation/regulations related to health and safety. This includes program development, program coordination and training in matters of occupational health and safety, fire prevention and other emergency response initiatives.

RESPONSIBILITIES:

The duties of this position will include, but are not limited to the following:

- Developing, updating and administering Occupational Health and Safety policies, programs, procedures and training for college wide application. Examples include: Accident and First Aid, Workplace Violence and Harassment, asbestos, WHMIS, contractor safety, personal protective equipment.
- Oversight and support of the functioning of all College Joint Health and Safety Committees, including providing expertise in interpreting related legislation.
- Responding to and investigating safety related complaints or concerns from staff and students, work refusals, critical or serious injuries or hazardous situations and providing expertise in recommending solutions and completing workplace inspection reports.
- Managing and tracking incidents reported by staff, students and visitors. Manages/oversees accident/incident database to monitor trends and consults with affected areas regarding preventive measures to reduce accidents and minimize risk.
- Managing the WSIB Management system [Parklane] and monitoring trends, costs, lost time and claim activity.
- Developing and maintaining approved Fire Safety Plans for College campuses and monitoring compliance with Ontario Fire Code. Consults with College management and recommends corrective measures or procedures where required.
- Sourcing qualified contractors and oversees service delivery where required.
- Assessing hazardous waste generating processes and ensures waste is registered, classified, stored and disposed properly.
- The development of OH&S plans, forecasting budgetary requirements and ongoing monitoring and management of the budget.

QUALIFICATIONS:

The successful applicant must have:

- A minimum of two (2) year Diploma/Certificate in Occupational Health and Safety or related field.
- First Aid/CPR – Level C.
- A designation in OHS such as Canadian Registered Safety Professional (CRSP).
- Extensive knowledge of Occupational Health and Safety Act, Ministry of Labour/WSIB requirements, other Federal, Provincial legislation related to Occupational Health and Safety.
- Training in performing ergonomic assessments and physical demands analysis.
- Five (5) years of experience within the field of Occupational Health and Safety.
- Experience working in a unionized environment with Joint H&S Committees.
- Time management and organizational skills.
- Communication, negotiation, facilitation and conflict resolution skills.
- Report/Business writing and presentation skills.
- Strong analytical skills.
- Demonstrated commitment and understanding of human rights, equity, diversity and inclusion with the ability to communicate and work effectively inter-culturally with diverse groups of students, employees and the community

Mohawk College is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Mohawk College thanks all applicants for their interest in employment; however, only those selected for interviews will be contacted.

Mohawk College is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process. Should you require accommodation through any stage of the recruitment process, please contact the HR Department at 905-575-2047.

To apply for this opportunity, please submit a resume through our website:

<https://www.mohawkcollege.ca/careers>