



ROLE DESCRIPTION

JOB TITLE: Safety Advisor

REPORTS TO: Director, SAFE Companies

COMPETITION #: 2019-01

CLOSING DATE: March 15, 2019

LOCATION: Home office (Reports into Nanaimo Head office)

PURPOSE: To support all aspects of the Certificate of Recognition (COR) and SAFE Companies Program with the goal of reducing workplace injuries and fatalities.

Specific Accountabilities Include:

- Supports all registered and SAFE Certified Companies
- Interfaces and engages with industry on sector specific safety concerns.
- Provides quality assurance activities including:
 - comprehensive review and tracking of all audit submissions
 - ensuring audits meet designated standards
 - in-field verification audits
 - auditor observations and assessments
- Supports internal and external auditors, industry, WorkSafeBC, and other stakeholders regarding inquiries on safety and audit standards, activities, results, submission requirements and codes of ethics for large, small, and/or independent employers, by telephone, email and in-person interactions
- Conducts in-field verification audits for companies and auditors as required in the SAFE Companies program. This involves overnight travel to all areas of BC including remote locations.
- Increases awareness of SAFE Companies and other program areas that BC Forest Safety provides.
- Assists with the continued development of Safety Advisors as an effective resource for the forestry sector.
- Attends and participates in BCFSC Advisory group meetings, conferences and trade shows as required
- Assists with program development and revisions that support the SAFE Companies program in order to meet the business needs of industry.
- Provides training for student auditors and industry employers in the area of auditing and OHS program development.
- Assists with the development, implementation and delivery of safety training to industry.
- Interacts regularly with BCFSC staff and stakeholders in response to immediate issues and concerns.



QUALIFICATION PREFERENCES:

- Minimum of 3 years of forestry related industry experience
- Minimum of 3 years related health and safety experience
- Safety program auditing experience required, Certificate of Recognition (COR) preferred
- Knowledge of forest sector respective policies and Occupational Health and Safety regulations
- Strong interpersonal and communication skills
- Ability to work cooperatively with other safety professionals internal and external to BCFSC, including cross functionality within the organization
- Strong analytical, time management and organizational skills with an eye for detail
- The successful candidate is a driven self-starter and can work with minimal direction and oversight
- Canadian Registered Safety Professional (CRSP) Certification or equivalent, or have a willingness to work towards achieving
- Strong computer skills with proficiency in Word, Excel and PowerPoint and an ability to learn new systems

** This position involves travel approximately 25% of the time. While this position is a home-office position, preference will be given to applicants located in the following hubs to better service our clients:

- Prince George
- Comox Valley/Campbell River
- Kootenays

Please send your resume to the attention of: careers@bcforestsafe.org