

Health & Safety Advisor (Full-Time, Permanent)

Lamont County is located less than 45 minutes east of Edmonton and is part of Alberta's Industrial Heartland. With a population of approx. 4,000 and a service area of over 9,500 residents, we contribute to over 40 major industrial companies and investments of over \$45B. The county is adjacent to Strathcona County and the City of Fort Saskatchewan, as well as many important municipalities in the region. Lamont County is a great place to work!

We are the *Cradle of Ukrainian Settlement in Canada*, including the honour of having the first Ukrainian settlers in Canada, and over 40 historical churches—the county is designated the Church Capital of North America.

We offer exciting and challenging job opportunities focused on delivering and supporting high-quality programs and services to our residents.

Lamont County is seeking experienced and highly motivated individuals to join our team.

We are looking for a **Health & Safety Advisor** as part of Corporate Services.

Reporting to the Chief Financial Officer, the Health and Safety Advisor develops, manages, maintains and administers a Health and Safety Program that eliminates or reduces the effects of workplace injuries or illnesses. This program also increases safety awareness and compliance.

JOB DUTIES AND RESPONSIBILITIES:

- Develops, coordinates, monitors, and updates all components of the health and safety program (under the direction of the CAO or designate).
- Identifies and updates Lamont County's health and safety program to ensure it conforms to the Alberta Municipal Health & Safety Association (AMHSA) standards and Alberta Occupational Health and Safety (OH&S) legislation.
- Encourages a positive safety culture through the implementation of safety principles and practices:
 - Lamont County: *Make it Safe! Make it Personal! Make it Home!*
- Reviews accident and injury data to identify potential changes to Lamont County's health and safety program and procedures.
- Provides safety orientations and staff training on health and safety topics. Including in person, through WorkHub and other training management programs.
- Administers Workers' Compensation Board (WCB) injury reports, claims, and return to work programs in cooperation with department supervisors.
- Performs job site safety assessments, including hazard analysis and adherence to safe work practices.
- Works with managers and supervisors to ensure adherence to Lamont County's safety program:
 - Including Lamont County permanent and temporary employees and contractors.
- Prepares and assists with the annual internal or external Health and Safety Program audits (and may be required to complete internal audits).
- Supports managers and supervisors with workplace incident investigations to determine causes and recommend followup actions.
- Coordinates drug and alcohol testing upon an incident or as required.
- Participates as a member of the Joint Worksite Health & Safety Committee.
- Acts as a resource to departments and committees on health and safety issues, and responds to questions or concerns as appropriate.

- Researches, plans, organizes and conducts training workshops for supervisors and employees on health and safety topics.
- Recommends safety training and competency testing requirements for staff.
- Develops and maintains a training database to track employee training and monitors the expiry of training certifications, including on WorkHub and other related software.
- Respects and preserves the privacy, confidentiality and security of employee information at all times.

SKILLS AND ABILITIES:

- Knowledge of and compliance with relevant legislation, policies, and procedures.
- Continually seeks learning opportunities to enhance knowledge in relevant fields of work.
- Participates in good faith and to the best of their ability, for all training and development programs as assigned by Lamont County.
- Maintains knowledge of and compliance with all OH&S legislation, policies, safe work procedures and requirements; monitoring and enforcing employee compliance with OH&S regulations.

QUALIFICATIONS AND REQUIREMENTS:

- Canadian Registered Safety Professional (CRSP):
 - Demonstrated progress towards their certification is an asset.
- AMSHA Safety Basics, Workplace Hazardous Materials Information System (WHMIS), Transportation of Dangerous Goods (TDG) and First Aid certification:
 - AMSHA Peer Auditor certification is an asset.
- Three to five years' experience in occupational health and safety in a municipal setting:
 - Experience in a rural municipality setting is preferred.
- Knowledge of applicable legislation (Occupational Health and Safety, Workers Compensation Board, Freedom of Information and Protection of Privacy).
- Proficiency with Microsoft Office applications.
- Excellent organizational skills.
- Exceptional communication skills (both written and verbal) for internal and external County communications.
- Possesses a valid Class 5 Alberta Driver's License.

CONDITIONS OF EMPLOYMENT:

Lamont County is committed to protecting the health and safety of its employees, all personnel are governed by the County's Health & Safety Program. This position has the following pre-screening requirements:

- A satisfactory Criminal Record Check.

This position is based on a 35-hour work week, Monday through Friday, 8:30 a.m. to 4:00 p.m.

What we offer?

- We are a growing municipality that is focused on energy, agriculture, and tourism.
- Staff engagement and satisfaction are crucial to our success. Our leadership team values your voice and input and welcomes feedback.
- We support local charities and the Lamont County foodbank.
- We are connected to each other and access to other employees is easy for advice, support or answers (both in person and virtually).
- Parking is free at our administration and public works/agriculture services buildings, located within the town of Lamont.
- We offer a defined benefit pension plan, a comprehensive health and dental benefits plan, education and membership opportunities, three weeks vacation to start (inclusive of statutory holidays).

Lamont County: *Make it Safe! Make it Personal! Make it Home!*

This competition will remain open until a suitable candidate is found. Internal and external candidates will be considered.

Lamont County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. We are a smoke-free environment; smoking & vaping is permitted in designated outdoor areas only.

Please forward your application in one of the following ways (as one PDF or Word document only):

Email: hr@lamontcounty.ca | Website: www.lamontcounty.ca.

Lamont County thanks all applicants for their interest. Please Note: only those individuals who have been selected for an interview will be contacted. Please indicate in your application which position you are applying for and submit a separate application for different positions. All resumes are retained on file for a period of six months.