



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Occupational Health and Safety Advisor

DEPARTMENT: Risk and Security

DATE CREATED: June 2020

DIVISION/FACULTY: Human Resources

DATE REVISED: April 2026

ORGANIZATIONAL STRUCTURE

This role reports to the Manager, Occupational Health and Safety.

PRIMARY FUNCTION

The Occupational Health and Safety Advisor is responsible for supporting and contributing to the development, implementation and maintenance of KPU's Occupational Health and Safety Program.

KEY RESPONSIBILITIES

1. Conducts risk assessments with departments to evaluate environments, processes, department equipment and employee demographics to identify potential health and safety risks to employees and as identified to meet legislative requirements.
2. Assists with the development of safety policies, procedures and practices.
3. Advances occupational health and safety awareness, and communicates accident, incident, and injury prevention practices and strategies to all university employees. Promotes a culture that engages and encourages employee health and safety awareness by developing and delivering presentations, attending departmental meetings, and responding to various health and safety queries
4. Assists with the development, planning and delivery of safety training programs. Identifies training needs, plans safety training, and assists with delivering the training.
5. Supports the Joint Occupational Health and Safety Committees (JOHS); prepares and distributes meeting agendas, minutes and reports. Assists with the annual training of committee members. Participates on committee meetings.



6. Receives and reviews workplace accident and first aid reports. Follows up to ensure documentation is completed and is responsible for reporting employee work related injuries to WorkSafeBC as required. Identifies trends and/or patterns, makes recommendations to decrease occurrences and brings issues of concern to the Manager's attention.
7. Monitors employee and practicum student WorkSafeBC claims; works collaboratively with departments to ensure that WorkSafeBC absences are documented and reported.
8. Participates in workplace accident/incident investigations, making recommendations and implementing changes to prevent reoccurrence
9. Coordinates the JOHS Committee inspection program, participates in safety inspections, ensures deficiencies are identified, provides recommendations for injury prevention and corrective action is taken. Ensures inspection documentation is updated and maintained.
10. Provides information to Human Resource Services related to investigations where safety investigations show employee(s) not adhering to policy, procedure or legislated requirements.
11. Compiles and maintains safety related records and statistics and provides regular reporting.
12. Schedules annual fire drills and prepares fire drill reports. Coordinates debrief and records notes of debrief and provides regular reporting.
13. Conducts ergonomic assessments and makes recommendations for corrective measures as needed.
14. Prepares and maintains safety manuals and documents.
15. Provides input to budget development, and assists with the preparation of the budget.
16. Maintains information on university website and intranet regarding Occupational Health and Safety information.
17. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc
18. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS



EDUCATION & EXPERIENCE

- Successful completion of a diploma in Occupational Health and Safety from an accredited institution;
- A minimum of three (3) years of related experience in a relevant Occupational Health and Safety position;
- Or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS and ABILITIES

- Thorough knowledge of municipal, provincial and federal health and safety related legislation and regulations.
- Applied knowledge of occupational health and safety regulations, Codes, Acts and legislation with the ability to analyze and interpret technical documents.
- Demonstrated ability to plan and deliver safety training programs.
- Experience gathering, analyzing and presenting information and statistics for various audiences.
- Experience conducting risk and hazard assessments.
- Experience conducting incident/accident investigations and workplace safety inspections.
- Excellent organizational, interpersonal and communication skills. Customer service focused.
- Demonstrated ability to establish and maintain effective working relationships with a variety of internal and external stakeholders.
- Ability to work collaboratively with a team as well as work independently.
- Strong analytical and problem-solving skills. Sound judgement and decision-making skills required.
- Excellent computer and information technology skills.
- Ability to travel between campuses is required.

COMPETENCIES

- **People First:** KPU employees involve, appreciate, value and respect the KPU community members they serve (i.e., students, employees, external key parties, etc.) creating a culture of high engagement and performance.
- **Accountability:** KPU employees demonstrate fiscal accountability and take ownership for their actions, decisions and results.
- **Continuous Improvement:** KPU employees take a creative approach to opportunities, exploring unique ways to create optimal value for the KPU community.
- **Collaboration:** KPU employees work in functional and cross-functional teams, coming together to solve complex issues and accomplish objectives that will benefit the KPU community.