



Temporary Health and Safety Advisor Waterloo Regional Police Service

The Waterloo Regional Police Service (WRPS) requires a **temporary Health and Safety Advisor** for a 12-month contract. WRPS delivers exceptional police services to more than 575,000 residents. The Waterloo Region is a vital and prosperous community in Southern Ontario that offers the unique combination of a growing urban centre surrounded by four rural communities. You will work in a community proud of its diversity, and within an organization focused on its people.

As the **Health and Safety Advisor**...

You Will:

- Develop, implement and maintain safety programs, policies and procedures such as hearing conservation, WHMIS and the designated substances program;
- Liaise with other members of the Human Resources Branch to resolve issues relating to Return to Work, Labour Relations, Workplace Violence and Critical Injuries;
- Prepare reports and present to the Senior Leadership Team on health and safety;
- Act as a liaison with Ministry of Labour (MOL), other external agencies and officials to resolve issues in relation to occupational health and safety;
- Develop and deliver ongoing health and safety training to members of all rank;
- Investigate and evaluate requests for assistance on health and safety issues, complaints and concerns regarding working conditions, equipment, methods and procedures;
- Recommends changes to WRPS policies and procedures; hazard, risk and injury prevention; and cost reduction and corrective actions, while ensuring compliance with legislation;
- Supports workplace violence prevention programs, including education, training, and resources;
- Advises senior management regarding construction projects' compliance with legislation; reviews drawings and recommends changes. Advises on risk assessments, mitigation plans, and safety plans as required; performs audits as required;
- Liaise with third party contractors and coordinate the work of health and safety consultants;
- Coordinate the work of health and safety consultants including industrial hygienists, ergonomists and occupational medical providers;
- Ensure AED equipment at WRPS Divisions is in compliance with applicable legislation;
- Provide information and support while in attendance at JHSC meetings; and
- Performs other related duties as assigned.

You Have:

- Knowledge of Occupational Health and Safety, normally acquired through a university degree or college diploma in Occupational Health and Safety, or related field with additional health and safety related courses and seminars required;

- Five (5) years of job experience in the development, implementation and administration of Occupational Health and Safety required; experience in a unionized and public sector environment is preferred;
- Knowledge of the Occupational Health and Safety Act and related health and safety legislation, regulations, codes and standards such as Electrical Code, Fire Code and CSA standards;
- Strong research and analytical skills, as well as problem solving and risk assessment skills;
- Human relations, facilitation, negotiation, conflict resolution, persuasion, and presentation skills to engage, consult, advise, and guide all levels of staff; resolve safety issues in a sensitive environment; influence adherence to procedures and regulations and behavior change; conduct training programs; and lead/chair committees;
- Mediation and coaching skills to interact with management and staff to resolve safety issues with contractors and regulatory agencies, and support resolution of labour relations issues relating to health and safety;
- Superior oral and written communication skills to provide advice and guidance in an appropriate format for all levels of uniform and civilian positions;
- Knowledge of labour relations principles, collective agreements, WSIB and disability management; and
- A valid Class 'G' Ontario Driver's License with no more than six (6) demerit points required to travel within and outside the Region to attend WRPS Divisions, meetings and conferences.

You Are:

- Working towards certification in the Association for Canadian Registered Safety Professionals (CRSP);
- Able to obtain and maintain First Aid and CPR certification;
- Able to conduct audits and assessments based on recognized standards and/or best practices;
- Able to read and comprehend health and safety legislation, codes, standards, and practices;
- Able to write procedures, investigative reports, proposals, draft Police Service Board reports, audit documents, planning documents, and statistical analysis;
- Able to present training and respond to inquiries from all levels of staff, provide advice and instructions, and attend and participate in meetings and conferences;
- Able to participate as an effective team member and to support and project values compatible with the organization;
- Able to meet police security clearance requirements and to maintain confidentiality; and
- Able to meet testing requirements for the position.

For further details about this position and a complete job description, please visit our website

www.wrps.on.ca.

Why join WRPS?

- Ongoing professional development
- Excellent benefits and pension
- Dynamic, exciting work environment
- Strong, supportive leadership

- Employee fitness and wellness programs
- 2022 hourly rate: \$49.59/hour

If you're interested in this position, please apply online by *****, 2022 at 3pm.

Please ensure you provide all supporting information from current and past employment (if applicable) to specify how you meet the requirements for this position in your online profile. You will be assessed based on the information provided in your application.

As a condition of employment all new members of the Waterloo Regional Police Service are required to provide proof of full vaccination, prior to commencing their employment, for any virus or communicable diseases arising from a declared pandemic/epidemic (e.g. Covid-19), and must do so for any vaccinations required after their first date of employment. Applicants who are not able to be fully vaccinated as a result of an accommodation requirement pursuant to the Ontario Human Rights Code, are required to disclose this to the Human Resources Advisor coordinating the hiring process, and to provide any information requested in support of an exemption request.

If you require accommodation in completing the application process, or with any portion of the application process or interview, please email the WRPS at HumanResources@wrps.on.ca.

Diversity through inclusion – we are an Equal Opportunity Employer.

We thank all applicants; however, only those selected to move forward will be contacted.