

<b>Job title</b>	<i>Return to Work &amp; Occupational Health &amp; Safety Coordinator</i>	Date: Sept 3, 2020	Job Code: EROHS
<b>Reports to</b>	<i>Occupational Health &amp; Safety Manager</i>		

### **Job Purpose/Definition**

Under the direction of the Occupational Health and Safety (OHS) Manager, this position coordinates and implements all elements of the municipal health and safety program that respond to workplace incidents and injuries with a dual focus of supporting injured or ill workers and preventing incident recurrence. The position coordinates the timely reporting and effective responses to workplace injuries and other incidents, including a safe and early return to work and effective incident investigations. The Return to Work (RtW)/OHS Coordinator liaises with WorkSafeBC, healthcare providers, workers, managers, supervisors, union representatives, payroll and the HR Specialist, Wellness and Disability Management and HR advisors. An in-depth knowledge of Disability Claims Management principles and practices, the related legislation (e.g. Workers Compensation Act, WorkSafeBC Rehabilitation Services and Claims Manual, human rights and privacy) is essential, as this position coordinates all aspects of claims reporting and management, providing and soliciting expert input and advice, often dealing with labour relations issues, personal and medical information. The position also coordinates incident investigations, relying on a sound knowledge of occupational health and safety principles, practices and requirements (Workers Compensation Act, WorkSafeBC Occupational Health and Safety Regulation), particularly in areas of accident investigation, ergonomic assessment, due diligence and internal responsibility systems. This position also provides the broad spectrum of services associated with the municipality's OHS prevention and Certificate of Recognition program. The incumbent may be required to perform OHS Manager's duties on an occasional basis.

### **Illustrative Duties and Responsibilities**

- Coordinates Stay at Work(SaW) and Return to Work(RtW) program with internal and external parties, including worker, union and employer representatives and groups, first aid attendants, WorkSafe BC, the Employer Advisors' Office and the healthcare service providers.
- Promotes, and participates in incident investigations, providing regulatory and technical expertise, while treating personal and medical information in a confidential manner.
- Provides OHS subject and regulatory knowledge, well-researched interpretations, recommendations and services to workers, supervisors, managers, to assist them with their compliance with the Workers Compensation Act and the Occupational Health and Safety Regulation.
- Requests, receives and responds to WorkSafeBC and medical information and updates, ensuring the ongoing appropriateness of Stay at Work and Return to Work plans, while protecting medical and personal information.
- Works closely with HR advisors to jointly consider occupational and non-occupational factors affecting disability and accommodation needs, developing the employer's position, particularly on complex disability cases, often dealing with labour relations issues.
- Supports the OHS Manager in developing and representing the employer's position on written and oral WorkSafeBC claim appeals, often involving legal strategies, labour relations issues and consequences.
- Analyses claims, incident and investigation data to illustrate trends and prepare reports. Provides reports, statistics, technical guidance and expertise on occupational claims management trends for stakeholders and/or committees.
- Conducts OHS and RtW COR maintenance audits, assisting supervisors and managers prior to and after the audit. Assist supervisors and managers in implementing post-audit action activities. On a rotational basis, functions as lead COR maintenance auditor.
- Assists in the preparation of the employer's submissions to the WorkSafeBC regarding investigations, notices of non-compliance or proposed penalty sanctions, often dealing with medical and personal information, often involving labour relations issues and consequences.
- Identifies, proactively (e.g. develop a database of possible duties) and reactively, modified work opportunities to promptly match employee restrictions to identified work duties. Coaches workers, supervisors and managers regarding modified work opportunities.
- Works closely with workers, supervisors, managers, payroll and HR to ensure awareness, understanding and accuracy of payroll and benefits as it pertains to WorkSafeBC claims.

- Delivers training on RtW policies and procedures, incident Investigations, ergonomic assessments and other various OHS topics using all resources available.
- Develops, recommends and authorizes safe work procedures and safety rules in accordance with the WorkSafeBC Occupational Health and Safety Regulation and other regulatory agencies.
- Ensures department heads, managers and supervisors are kept aware of situations pertaining to safety rules and regulations.
- Develops and writes standards, policy, procedures and educational material in the areas of SaW/RtW and OHS.
- Conducts risk/ergonomic assessments and make recommendations for corrective measures.
- Coordinates the Job Demands Analysis project by identifying new positions and/or revising existing positions.
- Provides back-up to OHS Manager on the management of OHS unit staff, program and finances as required.
- Performs other related duties pertaining to disability management and occupational health and safety as directed by the OHS Manager

### **Qualifications**

- Post-secondary degree in a related field.
- One of the following designations:
  - Canadian Registered Safety Professional (CRSP) designation or
  - Certified Disability Management Professional (CDMP) or
  - Certified Return to Work Coordinator (CRTWC) or
  - Certified Vocational Rehabilitation Professional (CVRP) or
  - Return to Work Disability Manager (RTWDM) or
  - Canadian Occupational Health Nurse (COHN(C)).
- Five years of experience in the areas of OHS and Disability Management in a unionized environment.
- Equivalent combination of education and experience may be considered.
- A valid BC Class 5 driver's licence.

### **Knowledge, Skills, and Abilities on the Job**

- An in-depth knowledge of Disability Claims Management principles and practices and the related requirements, policies and legislation (e.g. municipal, WorkSafeBC, Human Rights, privacy, Collective Agreement, medical guidelines, etc.)
- Demonstrated knowledge of occupational health and safety principles, practices and requirements (Workers Compensation Act and WorkSafe BC Occupational Health and Safety Regulation), particularly in areas of incident investigation, ergonomic assessment, due diligence and internal responsibility systems.
- Demonstrated technical knowledge of a wide variety of workplace hazards and control methods.
- Experience and an ability to recognize, evaluate and assess hazards and to design or otherwise identify preferred corrective measures applying the hierarchy of control and other OHS principles.
- A sound knowledge of the principles of ergonomics as applied in office and industrial settings and an ability to conduct ergonomic assessments and recommend effective and practical solutions.
- Strong verbal and written communication and interpersonal skills to influence and reach joint understanding and consensus among employees, managers and WorkSafeBC representatives and other stakeholders.
- An ability to conduct research, analyse information, prepare and present reports and statistics.
- A good knowledge of word-processing, spreadsheet, database and presentation software.

### **Saanich Core Competencies**

The incumbent must demonstrate Saanich Core Competencies as they relate to this position (see all behaviour statements):

- Adaptability - willingness to be flexible in a changing work environment
- Relationship Building - establishes and maintains respectful and cooperative working relationships.
- Effective Communications - communicates effectively with others; confidentiality is respected and maintained.
- Problem Solving - recognizes and acts to resolve problems.
- Customer Focus - provides excellent service to both internal and external customers.
- Integrity – provides services with integrity and respect
- Continuous Improvement – supports the organization in establishing and maintaining safe and healthy work habits and practices

### **Standards**

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.