



MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL
TITLE: Health & Safety Advisor
DEPARTMENT: Jasper Recovery Coordination Centre
REPORTS TO: HR Manager

Classification: Manager 3	Supervisor: HR Manager
Department: Finance and Administration	Work hours: 7.5 hours/day, 37.5 hours/week
Status: Temporary full-time (with potential extension based on recovery needs)	Salary Range: \$79,047.48 to \$94,683.24

Summary:

The Health and Safety Advisor works in partnership with the Health and Safety Coordinator to support the Jasper Recovery Coordination Centre (JRCC) Municipality of Jasper's (MoJ) health and safety program, with a key focus on wildfire recovery efforts, Occupational Health and Safety (OH&S) support, and managing prime contractor obligations. Reporting to the Manager of Human Resources, this role is part of a team of OH&S professionals that is responsible for the development, implementation, and maintenance of health and safety initiatives across all municipal departments, including the oversight of the Psychological Safety Strategy that is required as a result of the Jasper Wildfire. The Advisor ensures compliance with OH&S legislation and leads accident prevention efforts by providing education, guidance, and support to all staff, contractors, volunteers, and self-employed persons engaged in municipal operations.

Duties and Responsibilities

Health & Safety Program Implementation and Administration

- Be part of a team that will develop, implement, and maintain the Municipality of Jasper's Health & Safety Management System and apply it to the Jasper Recovery Coordination Centre.
- Maintain, review, and update the Municipality's Safety Manual and health and safety policies in partnership with the OH&S coordinator.
- Manage the prime contractor obligations related to municipal projects and wildfire recovery efforts.
- Act as a primary liaison for AMSHA, the PIR Program (Certificate of Recognition), and other safety organizations.



- Alongside the H&S Coordinator, support the development, implementation and evaluation of the Psychological Safety Strategy as it relates to supporting staff impacted by the Jasper Wildfire, including arranging mental health supports, liaising with mental health professionals, and ensuring key targets are met related to education on mental health and resilience in the workplace.
- Support access to psychological and social supports for all staff impacted by the Jasper Wildfire.
- Develop and monitor Emergency Response Plans, documenting drills and updating plans as necessary.
- Work with various departments to ensure Wildfire recovery efforts are aligned with the MoJ's operational capabilities
- Participate in cross-functional working groups to provide subject matter expertise and guidance related to wildfire recovery efforts.

Employee Training, Guidance, and Support

- Develop and deliver health and safety training programs, orientations, and education sessions for staff, contractors, and volunteers.
- Maintain a tracking system to monitor staff training, certification, and competency including refresher training at regular intervals and report on staff compliance.
- Serve as a resource to all departments, providing expertise on provincial health and safety issues in the workplace.
- Establish and maintain a process for safety orientations for new staff and worksite participants.
- Support supervisors and managers in conducting hazard assessments and formal inspections.
- Identify and provide adequate personal protective equipment (PPE) and ensure staff are equipped for their roles.

Hazard Assessment and Incident Investigation

- Coordinate incident investigations, including near-misses, and provide recommendations to prevent recurrence.
- Support the Human Resources department in managing Workers' Compensation Board (WCB) claims and return-to-work processes, including modified work arrangements particularly the increase of claims resulting from the Jasper Wildfire
- Lead investigations into occupational hazards such as noise exposure, air quality, and other environmental safety issues
- Participate in the Joint Work Health Safety Committee, ensuring meetings are held as per the terms of reference, and provide coaching and support to committee members

Policy Compliance and Safety Audits



- Ensure adherence to health and safety policies, practices, and procedures as mandated by provincial OH&S legislation.
- Conduct regular audits, including maintenance audits, to assess compliance, identify areas for improvement, and assist in developing action plans.
- Actively engage in the Partner in Injury Reduction (PIR) Program, and liaise with AMHSA on internal and external audits.
- Track and document safety statistics, budgets, and compliance in alignment with COR (Certificate of Recognition) requirements.

Documentation and Record-Keeping

- Maintain accurate and organized records of all safety-related documentation, including training logs, incident reports, and inspection results.
- Develop documentation and forms for health and safety documentation and ensure the safety database is updated regularly.
- Compile and present quarterly safety statistics and incident trends to senior leadership.
- Keep documentation on safe work practices, hazard identification sheets, and emergency response program records up-to-date and accessible.

Professional Development and Knowledge Maintenance

- Pursue ongoing training in new technologies, legislative updates, and best practices in workplace health and safety.
- Participate in professional development for Psychological Health and Safety facilitation and other specialized safety programs.

Skills and Attributes

- Strong initiative, planning, organizational, and written communication skills.
- Ability to prepare, present, and facilitate effective safety training programs.
- Proficient in Microsoft Office and public relations skills for working with diverse groups.

Education and Experience

- Post-secondary degree, diploma, or certificate in Occupational Health and Safety.
- Certifications in AMSHA Safety Basics, WHMIS, TDG, First Aid (preference for Intermediate level).
- Minimum three years of experience working in a safety-related role in coordinating and/or managing a large employer health and safety program
- Certified or working toward designation as a Certified Peer Auditor through Alberta Municipal Health and Safety.
- Valid Class 5 driver's license with an acceptable driver's abstract.
- Maintain current certifications in OH&S, First Aid, WHMIS, and TDG.



Preferred:

- Designation (or in progress) as a Canadian Registered Safety Professional (CRSP), Occupational Health and Safety Practitioner, or National Construction Safety Officer (NCSO) from the Alberta Construction Safety Association.

Working Conditions

- Primarily office-based with regular field visits and on-site work as required.
- Occasional evening or weekend hours for training or emergency response activities.
- Physical capability to perform audits, inspections, and emergency response duties as needed.
- Commitment to maintaining up-to-date safety certifications, including First Aid, WHMIS, and TDG training.

EVALUATION:

Approved:_____ Date: _____