



ROLE DESCRIPTION

JOB TITLE: Safety Audit Advisor

REPORTS TO: Director, Safety Services

PURPOSE: To support all aspects of the Certificate of Recognition (COR) and SAFE Companies Program with the goal of reducing injuries and fatalities in the workplace.

Specific Accountabilities Include:

- Maintains credibility with industry, COR Partners Program, other Certifying Partners and stakeholders.
- Support all registered and SAFE Certified Companies in the forest sector.
- Ensures high standards are maintained within the audit submissions from all auditors and companies.
- Assists with the continued development of Safety Auditors as an effective resource for the forestry sector.
- Provides quality assurance activities including:
 - comprehensive review and tracking of all audit submissions,
 - ensure audits meet designated standards
 - on-site verification audits
 - auditor observations and assessments
- Provides technical advice on the safety standards and audit requirements for large, small, and independent employers;
- Liaises with internal and external auditors, industry, WorkSafeBC, and other stakeholders regarding inquiries on audit standards, activities, results, submission requirements and codes of ethics.
- Increases awareness of SAFE Companies and other program areas that the Council provides.
- Provides training for student auditors and industry employers in the area of auditing and OHS program development.
- Conducts onsite verification audits on companies as required in the SAFE Companies program.
- Conducts quality assurance and verification activities of external auditors, including shadow audits.
- Attends and participates in Technical Advisory meetings as required
- Has the capacity to interface and engage with industry on sector specific safety concerns.
- Assists with program development and revisions that support the audit and SAFE Companies program that meets the needs of industry.
- Assists with the development, implementation and delivery of required SAFE Companies training to industry for the different audit category sizes.
- Supports other Council staff as required to support initiatives and program development.
- Interacts regularly with Council staff and stakeholders in response to immediate issues and concerns.

QUALIFICATION PREFERENCES:

- Minimum of 5 – 8 years of forestry related industry experience
- Minimum of 3 – 5 years related health and safety experience
- Safety program auditing experience required, Certificate of Recognition (COR) preferred
- Knowledge of forest sector respective policies and Occupational Health and Safety regulations
- Ability to work cooperatively with other safety professionals internal and external to the Council, including cross functionality within the organization
- Canadian Registered Safety Professional (CRSP) Certification or equivalent, or have a willingness to work towards achieving
- Strong analytical, time management and organizational skills.
- Effective written and verbal communication skills
- Self starter and driven. Can work with minimal direction and oversight
- Strong computer skills; Word, Excel and PowerPoint

Please send your resume to the attention of:
Rob Moonen, Business Manager moonen@bcforestsafe.org