#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Health & Safety and Training Advisor

**Job Number:** X-244 | VIP: 1121

**Band:** EXEMPT-5

**Department:** Human Resources

**Supervisor Title:** Manager, Environmental, Health & Safety / Manager, Human Resources

**Last Reviewed:**  November 24, 2023

#### **Job Purpose:**

Jointly reporting to the Manager, Human Resources, and the Manager, Environmental, Health & Safety, the Health & Safety and Training Advisor provides analytical and technical expertise and operational leadership on training and Health and safety matters. The position is responsible for ensuring a proactive, positive, and progressive Training and Health & Safety programs are in place. Working closely with the co-managers, the Advisor conducts research, develops programs, provides training, and advice to managers and employees and facilitates and promotes training opportunities University wide.

#### Key Activities:

##### Health & Safety

* Provide advice and guidance to management, supervisors, and employees in the interpretation and application, programs, policies, and procedures as they relate to occupational health and safety.
* Develop and implement health and safety programs, including standard operating procedures, policies, and training to mitigate risk, optimize worker’s health and safety and foster a positive health and safety culture.
* Work with Manager, Environmental, Health and Safety to ensure annual health and safety goals and targets are met, to reduce workplace incidents, and continual improvement.
* Maintain positive working relationships with multiple different university departments to ensure a compliant and cross-functional health and safety system, including Facilities Management, Risk Management (Campus Safety), Science Safety, Careerspace, Human Rights, Equity, and Accessibility, College offices, and Athletics.
* Provides operational management for the University’s Multi-workplace Joint Health and Safety Committee (JHSC).
* Responsible for ensuring Joint Health and Safety Committee workplace inspections are conducted as per the OHSA. This includes a critical and systematic examination of the physical conditions of the workplace to discover actual or potential hazardous actions and conditions that might contribute to an accident or incident in the work environment.
* Participate in workplace inspections to identify potential hazards and deficiencies. Reviews and approves inspection reports to ensure appropriate corrective actions have been put in place in compliance with OHSA. Advises and works with Managers to identify solutions to workplace hazards and deficiencies. Organize and coordinate Health and Safety related training, including the creation and implementation of Learning Management System based Health and Safety Orientation, and Workplace Violence training to all employees, and other H&S related training such as First Aid, WHMIS, Ergonomics. Including maintaining employee training records in HRIS.
* Communicates university H&S policy updates, programs, targets, and initiatives with all employees and stakeholders.
* Coordinate on the maintenance of Fire Safety plans and Fire Warden program.
* Manage and oversee H&S projects, such as competitions, notice boards, program reviews and updates, implementing new software where required, and risk assessments.
* Direct Supervision and management of Health & Safety student assistants.
* Assist in the scheduling and coordination of hazardous waste pickup for all University departments, including Facilities Management, Sciences, and Research.
* Act as a subject matter expect for Health and Safety related matters for the student placements, experiential learning working group (ELWG), attends meetings and providing training for group as necessary.
* Advise student placement coordinators for onboarding H&S requirements and incident management.
* Oversees the operations of the First Aid Program and makes recommendations for improvements. Responsible for tracking, managing, and investigating workplace-related incidents and near-miss reports. Works with management to ensure that adequate incident investigations and corrective actions have been completed and documented by supervisors in response to workplace injuries and incidents.
* Monitor workplace incident and injury trends to identify gaps, propose solutions and implement changes to improve and development of programs targeted to reducing workplace hazards and improving safety.
* Provide ergonomic training for employees and conduct ergonomic workplace assessments as required.
* Responsible for tracking the annual H&S budget of approximately $55,000, dedicated for training, equipment, licenses, hazardous waste management, and safety supplies.
* Act as a stand-in for the Manager, Environmental, Health & Safety, as needed, for situations such as work refusals, MLITSD visits, H&S testing, hazardous waste management, etc.
* Acts as the University’s contact for feedback/complaints/information as legislated under the OHSA. Provides support with Public Health matters in both Peterborough and Durham, including pandemic response, emergency preparedness plans, and environmental health issues.
* Responsible for all aspects of the WSIB program, filing claims, responding to WSIB inquiries and questions, investigating WSIB requirements for employees, advising employees and managers of the process and status of application, assisting in the return to work process. Provide awareness and education to the Trent Community on WSIB requirements for placement students, including training for placement coordinators. Solicit and manage service contractors to perform specialized functions such as respirator fit testing, hazardous waste disposal and industrial hygiene/environmental testing. Proactively seek and distribute safety and health information to promote awareness.

##### Training, Development & Employee Engagement

* Lead the University-wide development and continuous improvement of comprehensive training strategy to ensure strategic alignment of training and development organizational goals.
* Responsible for measuring and evaluating the effectiveness of the training delivered to continually improve programming.
* Work with Managers, Supervisors and Chairs to conduct assessment and analysis to define performance, skill and knowledge gaps and recommend training and development to drive University wide capability and performance management.
* Build and maintain strong relationships with key partners (internally and externally) to effectively partner with partners for training opportunities (i.e. student support certificate, CHREA, external companies).
* Manage the OPSEU Career Development Program: administers and provides suggested improvements on the Career Development Program (OPSEU): reviews all contract opportunities to determine if those in the plan would be appropriate for the role; meets with those in the program to finalize their Career Development Plan and determine suitable opportunities. Explain process to department managers, and work with them to review suitable internal candidates. Works with Career Counselor to ensure program goals are met.
* Provides assistance to University departments to arrange mandatory and non-mandatory training requirements.
* Works closely with the Manager, Human Resources to implement and maintain training records and learning management system documentation in the HRIS.
* Monitor and follow up with employee training records to ensure compliance with regulatory requirements.
* Responsible for the Staff and Management training and development workshops, including developing the schedule, posting the development schedule, taking registrations, booking rooms, sending out email reminders, etc.
* Responsible for coordinating, planning, and overseeing New Hire Orientation annually.
* Responsible for administering the Leadership Development Program: arranges meetings, prepares letters, and responds to enquiries.
* Act as Trent’s representative on the Organizational Development Network; regularly utilize network to investigate training needs and opportunities at Trent.
* Identify issues and solutions related to employee engagement.

##### Human Resources

* Responsible for providing administrative support for committees involved in equity, diversity, and inclusion, including but not limited to research and policy drafting, organizing committee meetings, note taking, following up with action items.
* Conducting analysis regarding the University’s requirement to comply with the federal contractors’ program and associated reporting as it relates to employment equity.
* Responsible for updating, monitoring, and maintaining the Human Resources website; works with other HR Advisors to ensure information is accurate and important information is posted in a timely manner.
* Acts as a backup to HR Advisors in a generalist capacity to assist with the implementation of the HRIS.
* In collaboration with HR Advisors, responsible for updating Human Resources forms and documents to increase efficiency, ease of use, and ensure compliance with AODA.

#### Education Required:

* Honour’s Degree (4 year) in a related field with a specialization in Human Resources Management.
* Masters of Industrial Relations preferred.

#### Experience/Qualifications Required:

* Three (3) to five (5) years of Human Resources and Health & Safety experience in a post-secondary environment required.
* Strong facilitation, problem-solving, negotiation, conflict resolution and client service skills.
* High level of attention to detail, accuracy, and confidentiality required.
* Strong research and analytical skills.
* Strong communication skills, both written and verbal; strong presentation skills.
* Demonstrated tact, diplomacy, and objectivity.
* Ability to work under minimum supervision and as part of a team.
* Proficiency in a variety of software applications including word processing, presentation, spreadsheet software, voice, and web technologies; dBase an asset.
* Ability to multi-task with proven organizational skills