



# Okanagan Nation Alliance

# 101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Workplace Health and Safety Coordinator

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions of common concern.

The ONA is currently seeking to employ a Workplace Health and Safety Coordinator. The successful applicant should be comfortable working in a fast-paced, dynamic results based environment and have excellent problem solving, communication, supervision, time management, and safety management skills.

#### Scope of the Position

This position will oversee organizational health and safety activities and work with all departments as well as assigned committees, external governments and First Nation and other partners.

#### Key Responsibilities

1. Provide leadership, support and advice to ONA Departments.
2. Ensure up to date and familiar with all applicable legislation and applicable standards, to ensure compliance.
3. Develop Site Safety Management Plans (SMPs) for the ONA core work locations to ensure a safe work environment for all company employees, contractors, visitors and community.
4. Liaise with ONAs clients Occupational Health & Safety Leads and Contract Project Managers in support of project related safety plans, audits, operational documentation and reporting.
5. Audit the ONA for compliance and update to ensure the alignment with project scope and conditions.
6. Review and update ONA's First Aid policies and procedures
7. Organize and schedule required safety staff and first aid coverage.
8. Ensure that all incidents are reported and investigated immediately.
9. Participate and assist the supervisors in the investigation of incidents to determine root cause, and corrective actions where necessary.
10. Ensure incident corrective actions are followed up on and completed.
11. Ensure supervisors are verifying field staff training and competencies, consult and work closely with the project managers to ensure compliance.
12. Review safety obligations and ensure they are carried out as per the terms of the agreement, and communicated to the Project Managers, and Supervisors.
13. Ensure new hires are orientated to ONA Health and Safety protocols and WorksafeBC.

14. Update safety boards with Health and safety policy, inspection and audit results, project hazard assessment, location of first aid, etc. are maintained and current.
15. Ensure in conjunction with Supervisors and Project Managers that the following material is available and on site: ONA's HS&E Manual, the applicable provincial legislation and regulations, site safety inspection forms, observation forms, tailboards and log books, fall protection plans etc.
16. Prepare for and participate in safety audits.
17. Attend and participate in the ONA Workplace Health & Safety Committee.
18. Create and support ONA Health and Safety programs.
19. Participate as needed in ONA meetings and ONA events.
20. Other appropriate duties as discussed and agreed upon.

### **Qualifications and Competencies**

The position will require the following qualifications, values and competencies.

#### **Qualifications**

Bachelor Degree in Occupational Health and Safety or relevant field and (3) three years related work experience or an equivalent combination of education and experience. Canadian Registered Safety Professional (CRSP) designation is preferred.

Experience managing First Nation human resources programs or projects is preferred.

#### **Knowledge, Skills and Abilities**

1. Working knowledge of Workplace Health and Safety functions, best practices and legislation.
2. Excellent Incident Investigation skills.
3. Excellent leadership and conflict resolution skills.
4. Effective written and verbal communication skills.
5. Excellent interpersonal skills.
6. Ability to perform under stressful conditions.
7. Good judgement, tact, and strong interpersonal skills.
8. Demonstrated organizational, time management and presentation skills.
9. Ability to use Microsoft Office.
10. Experience in working with First Nation organizations.
11. Availability of a reliable vehicle and a valid BC Drivers' License.
12. Ability to work flexible work hours.

#### **Competencies**

1. Team Work
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Communication
5. Problem Solving

**Values** – Respect, Honesty, Sharing, Trust and Unity

**Hours:** Full Time 40 hrs per week, with flexible work hours (e.g. some evenings and weekends).

**Application Procedures:** Interested candidates are invited to forward a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance

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Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

Thank you for your interest, No Phone Calls Please only those short-listed will be contacted.

**The Competition is posted until filled.**

