

TOWN OF
VEGREVILLE
EMPLOYMENT OPPORTUNITY

HEALTH & SAFETY OFFICER

POSITION SUMMARY

Reporting to the Legislative and Protective Services Manager, the Health & Safety Officer is responsible for implementing, monitoring, updating, and overseeing all aspects of the Town's Health & Safety Program. This position includes providing leadership, hands on support, training, subject matter expertise, and resources to all town staff on various Occupational Health and Safety (OH&S) topics. The position plays a key role in ensuring department activities meet legislative, best practice and organizational requirements. The Health & Safety Officer plays a vital role in fostering a safety culture.

DUTIES & RESPONSIBILITIES

- Plans, develops, implements, monitors, and promotes the Town of Vegreville Health & Safety Program.
- Establishes short and long-term Health & Safety objectives and continually monitors the Health and Safety management systems to ensure they are achieved.
- Evaluates Health and Safety policies, directives, and standards to ensure efficiency, effectiveness, and customer-service excellence.
- Leads internal audits and participates in peer audits to maintain our Certificate of Recognition (COR) certification.
- Advises the Legislative and Protective Services Manager on Health and Safety priorities and works towards achieving Health and Safety objectives to improve operations.
- Interprets and advises on the implementation and compliance with applicable provincial and federal Occupational Health & Safety.

Operational Responsibilities:

- Provides expert advice, direction, coaching, and support to Directors, Managers, and employees on day-to-day Town Health & Safety matters and safe work practices.
- Develops, implements and maintains the health and safety management systems, including programs, procedures and plans that meet the established standards of the Partners in Injury Reduction Program (PIR) and COR standards.
- Reviews, revises and updates all health and safety management system documents.
- Conducts workplace inspections, site visits, observation tours, and ergonomic assessments to identify hazards and recommend controls and improvements.
- Establishes contractor and procurement safety requirements, verifies compliance, and exercises stop-work authority where safety controls are inadequate or non-compliant.
- Leads and coordinates incident reporting and investigations, including root-cause analysis, corrective actions, and mandatory reporting to the Workplace Health & Safety Call Centre.
- Coordinates and supports internal and external Health & Safety audits, including COR Audit Action Plans, preventative plans, and Corrective Actions Plans (CAPs).

- Analyzes safety data and trends to develop reports and recommendations that support senior leadership decision-making, strategic planning, risk mitigation, and continuous improvement.
- Maintains and monitors emergency response plans and assists JHSC members in facilitating department-specific emergency response drills.
- Monitors and updates Health and Safety data sheets for controlled products.
- Recommends, where appropriate, approved types of protective clothing and equipment.
- Participates in hazard identification, assessment, elimination, and control activities.
- Performs other duties as assigned.

Safety Training, Meeting and Program Responsibilities:

- Delivers general health and safety orientations as required.
- Coordinates and facilitates annual staff Health & Safety meetings.
- Participates as a Joint Health and Safety Committee member and adheres to applicable legislation and the committee's Terms of Reference.
- Prepares and delivers in-house safety training courses.
- Monitors the effectiveness of health and safety training activities.
- Coordinates training/presentations from external sources.
- Attends department-specific meetings as needed.

QUALIFICATIONS & KEY COMPETENCIES

- Post-secondary degree, diploma or certificate in Occupational Health and Safety or a related field from a recognized institution.
- Minimum of two (2) years experience in creating, implementing and maintaining safety/risk management programs, preferably in a municipal setting.
- Skills and experience in workplace injury prevention would be an asset.
- Alberta Municipal Health and Safety Association (AMHSA) internal auditor certification, or the ability and willingness to obtain this certification.
- Strong public speaking skills, including the ability to prepare and deliver in-house Health & Safety and risk training.
- Advanced public relations, interpersonal, analytical, research, communications and report writing skills.
- Strong attention to detail.
- Proficient in Microsoft Office.
- Maintains strict confidentiality of all work-related information in compliance with company policies and applicable legislation.
- Possess and retain a valid Class 5 Alberta Operators License.
- First aid and cardiopulmonary resuscitation are considered to be assets in this position.

COMPENSATION: \$36.09 - \$44.70

Application deadline is Friday, May 15, 2026. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.