

REPORTING RELATIONSHIPS

Reports to: Director, Facilities, Safety, Security and Risk Management

Dotted line to: Assistant Director, People and Culture

Supervises: N/A

Status: This is a unionized position (CUPE Local 410)

POSITION SUMMARY

Reporting to the Director, Facilities, Safety, Security and Risk Management, and working in close partnership with the Assistant Director, People and Culture through a functional (dotted line) reporting relationship, the Coordinator, Safety leads Greater Victoria Public Library's (GVPL) Occupational Health and Safety (OHS) program. The position ensures compliance with WorkSafeBC regulations, applicable legislation, and GVPL policies while proactively supporting safe, inclusive, and psychologically healthy work environments.

The Coordinator, Safety collaborates with leaders, employees, committees, and external agencies to identify risks, implement prevention strategies, support investigations, and foster a strong organizational culture of safety. This role influences both physical and psychological health and safety across all GVPL locations.

All duties are carried out in accordance with GVPL policies and within relevant provincial legislation and regulations (e.g., *Workers' Compensation Act*, *BC Human Rights Code*, WorkSafeBC regulations, *Freedom of Information and Protection of Privacy Act*, and the collective agreement).

WORKING RELATIONSHIPS

The Coordinator, Safety

- Is an active member of the Facilities, Safety, Security and Risk Management team, works closely with People and Culture and demonstrates a commitment to high-quality service.
- Develops productive working relationships with all levels of GVPL staff.
- Reports directly to the Director, Facilities, Safety, Security and Risk Management and receives functional guidance from the Assistant Director, People and Culture on matters related to occupational health, claims management, return-to-work programs and related compliance.

KEY ACCOUNTABILITIES**1. Occupational Health & Safety (OHS) Program Management**

- Administers, maintains, and reviews GVPL's Occupational Health & Safety (OHS) program, ensuring alignment with WorkSafeBC regulations, the Workers' Compensation Act, GVPL policies, and applicable legislation.
- Creates, updates, and tracks safe work procedures, policies, and guidelines to mitigate physical and psychological risks.
- Conducts, coordinates, and documents regular worksite inspections and hazard assessments, identifying risks and recommending corrective actions.

- Supports the Joint Occupational Health and Safety Committee (JOHSC), including participation in meetings, mandatory training registrations and tracking, contributes to agendas and reviews minutes, monitoring follow-up actions, and ensuring member training requirements are met.
- Coordinates the Library's First Aid program, including annual assessments and ensuring each location maintains sufficient certification and coverage required by WorkSafe BC, identification and tracking of first aid attendants, and ensuring branch level communication on first aid procedures.
- Ensures orientation and training requirements for Young and New Workers are completed and properly documented.
- Maintains comprehensive OHS documentation and safety records, including inspections, assessments, certifications, investigations, and claims information.
- Conducts annual reviews of OH&S programs, annual risk assessment of each site and reports safety metrics, trends, risks and program effectiveness and recommends proactive strategies to prevent recurrence.

2. Incident Response, Investigations and WorkSafeBC Claims

- Monitors and responds to safety concerns and reported incidents across all GVPL locations.
- Leads investigations into safety incidents, near misses, serious injuries, and complaints, including interviewing witnesses, analyzing findings, and preparing written reports.
- Coordinates GVPL's response to WorkSafe BC Inspections, orders, reports and other regulatory matters and verifying compliances within established timelines.
- Ensures all incidents are documented, reported, and escalated in accordance with WorkSafeBC timelines and regulatory requirements.
- Administers the full-cycle WorkSafeBC claims process, including submitting employer reports and forms within established timelines, monitoring WorkSafe portals, liaising with employees, supervisors (for attendance coding coordination), payroll, (for wage loss verification) People and Culture and WorkSafeBC, and maintaining accurate records.
- Develops and monitors occupational return-to-work and occupational accommodation plans in collaboration with supervisors, People & Culture and WorkSafe

3. Security, Emergency Management and Risk Mitigation

- Monitors GVPL's incident reporting system to identify safety and security trends, responds to security-related incidents, and provides recommendations for mitigation.
- Conducts security and safety audits of public and staff areas and prepares reports outlining risks, trends, and recommended actions.
- Coordinates annual emergency workplace evacuation drills for all branches and maintains emergency preparedness processes.
- Acts as a designated emergency contact and Incident Commander during critical incidents, alarms, and system-wide emergencies during or outside of regular business hours, with delegated authority to implement immediate risk-mitigation measures.
- Administers security service contracts and provides functional direction to contracted security personnel.
- Liaises with external agencies including police, fire, paramedics, and other emergency partners to support coordinated response and information sharing.

4. Training, Communication and Safety Culture

- Facilitates and coordinates training for employees on topics such as workplace violence prevention, trauma-informed practices, de-escalation, psychological safety, ergonomics, mental health first aid, emergency procedures, Respect in the Workplace, and Young and New Worker training
- Ensures safety orientation and training programs remain current and meet regulatory requirements.
- Provides advice, coaching, and guidance to supervisors and employees on the interpretation and application of occupational health and safety requirements, best practices, and prevention strategies.
- Develops and maintains clear safety communications and resources, including intranet content, first aid postings, and program updates.
- Promotes a strong physical and psychological health and safety culture across GVPL, supporting continuous improvement and organizational learning.
- Ensures employees receive consistent, accurate, and timely safety information and training aligned with legislative and organizational requirements.
- Other related duties as required.

Working Conditions

- Frequent travel to all GVPL work locations.
- May work outside standard business hours, including weekends and statutory holidays.
- Extended hours may be required during emergency activations.
- Physical demands include monitoring activities within small (>3,000 sq. ft.) to large (<42,000 sq. ft.) multi-floor facilities for extended periods.
- May be required to lift up to 20 lbs.

Tools and Equipment

- Computers and standard office equipment operate.
- Proficient with applicable software programs.
- Valid Class 5 BC driver's license, Drivers Abstract and access to a reliable vehicle.

Required Education, Experience and Certification

- A minimum of a bachelor's degree in an Occupational Health and Safety or related field and three years of experience or a two-year diploma in an Occupational Health and Safety or related field and four years of related experience or equivalent from a recognized academic institution.
- Professional certification/designation in occupational health and safety or occupational hygiene such as CRSP or CSP designation or eligibility to obtain the designation.
- Experience conducting ergonomic assessments or demonstrated willingness and ability to undertake and successfully complete the appropriate training.
- Experience with WorkSafe claims management, investigations, inspections and risk assessments
- Experience interpreting and applying the WorkSafeBC regulations and applicable legislation
- Experience in a unionized or public sector organization
- Satisfactory police information/vulnerable sector background check.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities

- Knowledge of WorkSafeBC legislation and requirements.
- Knowledge of *BC Human Rights Code*, *FOIPPA*, and best practices in safety and risk management.
- Knowledge of CSA Standard Z1003 – Psychological Health and Safety in the Workplace Training in trauma-informed practice, de-escalation, mental wellness, and workplace violence prevention.
- Understanding of WorkSafeBC claims management processes.
- Ability to exercise initiative, discretion, tact, and sound judgment.
- Ability to maintain confidentiality
- Ability to respond calmly and effectively in emergency situations.
- Ability to administer contracts and guide contracted security personnel.
- Strong interpersonal, negotiation, coaching, and de-escalation skills.
- Excellent oral and written communication skills.
- Strong presentation and facilitation skills.
- Flexible and adaptable with changing demands and priorities.