



## POSITION SPECIFICATION

<b>Position Title:</b>	<b>Safety Specialist</b>
<b>Reports To:</b>	President & CEO with operational oversight by Vice President Finance, Administration & ReStore
<b>Location:</b>	Calgary, Alberta
<b>Status:</b>	Full-time

Habitat for Humanity (“Habitat”) is one of the most trusted and recognized non-profit brands in the world. Habitat for Humanity Southern Alberta (“HFHSA”) is one of the only affordable home ownership providers in Southern Alberta that addresses a critical need and gap in our community services – helping hardworking families struggling to do their best with what they have by creating housing stability. HFHSA helps families build strength, stability and independence through affordable home ownership. Through HFHSA, kids can put down roots and parents can start planning for a brighter future in a safe and secure neighborhood.

With the help of sponsors, donors, community partners and volunteers, HFHSA builds quality homes and helps families enter the housing market by purchasing homes through their affordable mortgage program. Habitat homeowners build their own homes alongside experienced staff and volunteers; and purchase their homes with a no down-payment, no-interest mortgage, giving them financial stability to build better futures. Their monthly mortgage payments are used to build more homes for more families, creating a cycle of paying-it-forward and a sustainable financial model. Home ownership builds long-term stability and independence for families, while offering lasting, tangible benefits to our entire community.

HFHSA is fortunate to have one of the largest and most successful ReStore operations in Canada. The ReStore is a social enterprise that sells new and gently used furniture, appliances, and building materials. Products are donated by businesses and households, and the proceeds from sales help support HFHSA operations. With three retail brick and mortar outlets (two in Calgary and one in Medicine Hat) and the online e-store, the ReStores are a large enterprise with more than 40 staff and revenues targeted at \$5M, contributing \$1.5M to HFHSA’s mission.

HFHSA was established in 1990 and works in the communities of Airdrie, Brooks, Calgary, Carstairs, Cochrane, Cremona, Didsbury, High River, Medicine Hat, Okotoks, Olds, Pincher Creek and Sundre. HFHSA currently manages a portfolio of approximately 250 families, with an annual construction program building approximately 20 – 25 new homes a year at an annual spend of \$6M. To date, they have partnered with close to 300 families, affecting the lives of more than 850 children.



## SCOPE AND RESPONSIBILITIES

This is an exciting and challenging opportunity that will require commitment and passion to build on Habitat's reputation and success. With a solid foundation in place, HFHSA will be working towards increasing the number of families we help, expanding the ReStore social enterprise, and strengthening our voice in the public dialogue on affordable housing.

This role reports directly to the CEO with day-to-day operational oversight by the Vice President, Finance, Administration & ReStore. The Safety Specialist works with all departments of HFHSA staff to ensure that safety compliance is achieved and maintained in all job functions in the organization. HFHSA job functions include construction, retail, trucking, warehousing, and office roles. The Safety Specialist is responsible for HFHSA safety policies, standards and practices and that they adhere to all legislative requirements and industry best practices.

HFHSA is a complex organization with several different operating components to its whole, each bringing its own unique and sometimes connected set of challenges: an affordable homeownership program, a construction program, a volunteer program, multiple fundraising programs, a sustainable financial model, land acquisition, community relationship building and the ReStore retail outlets with a truck fleet and warehouse. This role requires insight into the connectivity of each part, and innovation and analytical ability to combine the parts together in a unique and efficient way. Solid safety knowledge in the construction industry and/or retail/warehouse sector skills are table stakes. To succeed in this role, you need to bring your critical thinking and investigative skills to solve the safety challenges encountered and to achieve desired outcomes. You need to be collaborative alongside the management and workers across the organization. Success at HFHSA is when the entire organization works together to dramatically increase their impact, while having fun and learning along the way. The culture at Habitat involves no ego driven mandates and is built on passion, purpose and outcomes.

### Specific Responsibilities:

#### *General*

- Develops, manages, maintains, and implements safety programs, policies, and procedures for all departments within HFHSA.
- Represents and is the voice of the safety program internally to groups/departments and externally to governments, industry safety agencies, and the community.
- Ensures regulatory compliance as mandated by local, provincial, and federal agencies.
- Manages workplace injury, disability, and workers' compensation case management.
- Coordinates and advises the joint workplace health and safety committee, providing professional advice and guidance on all matters relating to health & safety to management and workers at HFHSA.



### *Program Delivery and Administration*

- Reviews, updates, and implements health and safety policies and procedures.
- Works towards reduction/elimination of occupational injuries, illnesses, fatalities, and financial losses.
- Develops, implements, and manages loss-prevention systems and programs.
- Conducts regular on-site inspections with particular attention to safe job practices and equipment.
- Conducts accident/incident investigations and works with management to prepare recommendations for corrective action to eliminate or minimize future occurrences.
- Manages the administration of Workers' Compensation program, incident investigations, incident prevention programs, claims processing, preparation of reports and record keeping, and rehabilitation programs.
- Ensures that HFHSA meets the annual COR requirements maintaining certification and an excellent overall standing with the Alberta Construction Safety Association (ACSA).
- Maintains affiliate safety standards, and submission of quarterly safety surveys to Habitat Canada.
- Ensures contractor safety compliance by overseeing action plans with contractors and develops recommendations and remedial actions as appropriate.
- Oversees the development and implementation of systems to maintain records on employees, training, PPE inventories, equipment maintenance, and compliance activities.
- Maintains WHMIS documentation for hazardous chemicals and oversees safe storage, updates of inventories, Material Safety Data Sheets and worker education as required under WHMIS.
- Meets with management, workers, and trades to discuss recurring non-compliance issues.
- Ensures that appropriate safety bulletins, safety posters, company rules, safety policies, procedures and regulations are posted where appropriate.
- Maintains current knowledge of safety literature and safety legislation.

### *Training and Safety Education*

- Prepares and delivers safety orientation, safety training and job site procedures for all HFHSA employees at all sites and locations; these pertain to onboarding new employees and volunteers as well as retraining existing staff as required.
- Creates and presents worker safety training programs and presentations as required by department leads.
- Updates, maintains, and implements the SiteDoc platform
  - Orients and trains personnel on the use of the SiteDocs platform.
- Maintains personnel training records (WHMIS, First Aid, Forklift etc.) ensuring staff have proper and current certifications and are compliant with the requirements of their role.



## Qualifications:

- 3+ years' experience in a construction and/or warehouse health & safety environment.
- Post-secondary education in Health & Safety. CRSP and/or NCSO certification is a definite asset.
- ACSA certified auditor for COR peer audit program considered an asset.
- Valid class 5 driver's license and reliable transportation.
- Knowledge of construction techniques and Alberta building codes.
- Experience with WCB reporting and case management.
- Experience implementing H&S policy and procedures.
- Experience with incident investigation and determining root cause.
- Excellent verbal, written and organizational skills.
- Top notch communication, interpersonal, team building, and presentation skills.
- Able to work independently with minimal supervision.
- Ability to find solutions in demanding and ambiguous situations, possess clear decision-making, critical thinking, and conflict resolution skills.
- Ability to work in a diverse environment.
- Proficient computer skills including Word, Excel, Outlook, ADP WorkforceNow, and SiteDocs.
- Warehouse experience in H&S capacity would be considered an asset.
- Some travel will be required to work with the Regions located within the geographical boundaries of Southern Alberta.

**Application Deadline: February 4th, 2022**

Please apply with a resume and cover letter.

All Habitat for Humanity Southern Alberta Employees are required to be fully vaccinated against Covid-19 as a condition of employment.

*Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.*