



OHS Specialist

Permanent, Full-Time (37.5 hours/week)

Competition #: 2025-17

Location: Based out of the Yaqit ʔa·knuqʔiʔit Administration Office – potential for hybrid arrangement.

Position Summary:

Yaqit ʔa·knuqʔiʔit First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful and natural parts of British Columbia. Yaqit ʔa·knuqʔiʔit First Nation (YQT) is seeking an experienced Occupational Health & Safety (OHS) Specialist to lead the development, implementation, and management of workplace health and safety programs. The OHS Specialist plays a key role in fostering a safe, respectful, and supportive environment for all employees, contractors, and community members. This position ensures compliance with all relevant occupational health and safety legislation and promotes a proactive safety culture across YQT's diverse programs, services, and operations.

Responsibilities include conducting risk assessments, developing and maintaining safety policies, coordinating and delivering training initiatives, and overseeing emergency preparedness plans for both indoor and outdoor work environments. The successful candidate will bring expertise, collaboration, and commitment to maintaining the highest standards of health and safety across the organization.

Cultural Safety:

Our organization is committed to serving the ʔakanuxuník people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by developing and delivering safety programs that respects traditions and community practices, supporting a safe workplace that values both cultural and occupational well-being, building trust and collaboration with staff and community members when addressing safety concerns, and ensuring that safety practices and training are accessible, culturally appropriate, and inclusive.

Responsibilities:

- Design, implement, and manage an Occupational Health & Safety program tailored to YQT's diverse operations.
- Conduct regular workplace inspections, hazard assessments, and risk analyses for office, community, and outdoor worksites.
- Develop and maintain OHS policies, safe work procedures, and emergency response protocols.
- Coordinate workplace related fire safety, first aid, evacuation, and emergency preparedness.
- Ensure compliance with the Canadian Labour Code, WorkSafeBC regulations, YQT organizational policies, and other applicable standards.
- Investigate workplace incidents, accidents, and near misses; prepare reports, recommend corrective actions, and follow up on implementation.
- Deliver and coordinate safety training, orientation, and awareness programs to staff, contractors, and community members.
- Monitor and maintain OHS records, including incident reports, training logs, inspection records, and compliance documentation.

- Maintain confidentiality of employee, contractor, and community information when managing incident reports, investigations, and OHS records.
- Support wellness and injury-prevention initiatives through education and proactive outreach.
- Lead and participate in workplace safety committees and meetings, providing expertise and recommendations.
- Advise leadership on workplace health trends, emerging risks, and recommended improvements.
- Collaborate with external agencies (e.g., First Nations Health Authority, WorkSafeBC, emergency services) to strengthen workplace safety programs.
- Assist in planning safe logistics for community events, gatherings, and outdoor programs.
- Stay current on legislative changes, best practices, and cultural approaches to workplace safety.
- Other duties, as assigned.

Qualifications:

Required Education and Experience:

- Diploma or Degree in Occupational Health & Safety or related field.
- Canadian Registered Safety Professional (CRSP) or equivalent designation an asset.
- Minimum 3 years of experience in OHS program development and implementation.
- Experience conducting workplace inspections, hazard assessments, and safety training.
- Experience working with Indigenous communities or First Nations organizations an asset.
- Criminal Record Check & Vulnerable Sector Check (to be completed upon hiring).
- Valid Class 5 BC Driver's License with clean drivers abstract.

Required Knowledge, Skills, and Abilities:

- Strong knowledge of occupational health and safety legislation, standards, and best practices.
- Ability to assess risks and develop practical, effective solutions.
- Excellent communication and interpersonal skills for training, mentorship, and collaboration.
- Strong organizational and problem-solving abilities.
- Commitment to building a positive workplace safety culture.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Hourly Rate: \$37.15 – \$58.97 per hour, commensurate with experience and qualifications

Comprehensive Benefits Package, including:

- Medical, Dental, Disability, and Life Insurance coverage.
- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaqit ʔa·knuqʔit values.

Application Process:

Please send your resume and cover letter by **November 17th, 2025, at 8:30am (MST)** to

Email: hr@tobacco.plains.org

Or mail to: Human Resources, Yaqit ʔa·knuqʔit First Nation, PO Box 76, Grasmere BC V0B 1R0.



Yaqit ʔa-knuqʔi'it

Job Description

POSITION TITLE:	Occupational Health & Safety (OHS) Specialist
LOCATION:	Yaqit ʔa-knuqʔi'it First Nation (Tobacco Plains Indian Band), Grasmere, BC
DEPARTMENT:	Shared Services
CLASSIFICATION:	Staff - Specialist/Advisor
REPORTS TO:	HR Manager

JOB SUMMARY:

The Occupational Health & Safety (OHS) Specialist is responsible for developing, implementing, and managing workplace health and safety programs for Yaqit ʔa-knuqʔi'it First Nation (YQT). This role ensures compliance with applicable occupational health and safety legislation while creating a safe, supportive, and respectful environment for all staff, contractors, and community members. The OHS Specialist provides expertise in risk assessment, training, policy development, and emergency preparedness for both indoor and outdoor work settings across YQT's programs, services, and operations.

CULTURAL SAFETY:

All positions at Yaqit ʔa-knuqʔi'it First Nation must serve the ʔakanuxunik' people in a manner that respects, enhances, and promotes the cultural identity and well-being of both the individual and the staff. This position is responsible for:

- Developing and delivering safety programs that respects traditions and community practices.
- Supporting a safe workplace that values both cultural and occupational well-being.
- Building trust and collaboration with staff and community members when addressing safety concerns.
- Ensuring that safety practices and training are accessible, culturally appropriate, and inclusive.

KEY RESPONSIBILITIES:

- Design, implement, and manage an Occupational Health & Safety program tailored to YQT's diverse operations.
- Conduct regular workplace inspections, hazard assessments, and risk analyses for office, community, and outdoor worksites.
- Develop and maintain OHS policies, safe work procedures, and emergency response protocols.
- Coordinate workplace related fire safety, first aid, evacuation, and emergency preparedness.
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- Assist in planning safe logistics for community events, gatherings, and outdoor programs.
- Stay current on legislative changes, best practices, and cultural approaches to workplace safety.
- Other duties, as assigned.

KEY COMPETENCIES:

- Strong knowledge of occupational health and safety legislation, standards, and best practices.
- Ability to assess risks and develop practical, effective solutions.
- Excellent communication and interpersonal skills for training, mentorship, and collaboration.
- Strong organizational and problem-solving abilities.
- Commitment to building a positive workplace safety culture.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

QUALIFICATIONS:

- Diploma or Degree in Occupational Health & Safety or related field.
- Canadian Registered Safety Professional (CRSP) or equivalent designation an asset.
- Minimum 3 years of experience in OHS program development and implementation.
- Experience conducting workplace inspections, hazard assessments, and safety training.
- Experience working with Indigenous communities or First Nations organizations an asset.
- Criminal Record Check & Vulnerable Sector Check (to be completed upon hiring).
- Valid Class 5 BC Driver's License with clean drivers abstract.

WORKING CONDITIONS/ JOB ENVIRONMENT:

- Physical Demands – Walking, standing, and conducting inspections in office, community, and outdoor environments; occasional lifting of equipment.
- Environment – Combination of office and field work; exposure to outdoor conditions during inspections and events.
- Mental Effort – Moderate to high; requires balancing regulatory compliance, safety risks, and community priorities.
- Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not an exhaustive list of all responsibilities and activities required for the position.