



Position Profile

Senior Occupational Health & Safety Consultant

Reports To: Manager, Business Operations

Organization: Mosaic Primary Care Network

Date: April 2026

ABOUT MOSAIC PRIMARY CARE NETWORK

Mosaic Primary Care Network (PCN) is a group of family doctors, nurse practitioners and healthcare professionals that provide primary health care, in partnership with Alberta Health Services. Mosaic PCN member clinics are located in northeast and southeast Calgary.

Mosaic PCN is a group of more than 400 family doctors serving more than 400,000 patients in the northeast and southeast of Calgary. Mosaic PCN's geography includes urban Calgary east of 14 St W, from the Bow River to the eastern city limits, and south of the northern city limits to Anderson Road/114 Ave SE.

While each network provides primary care services, priorities are set locally. Each PCN designs programs and services to best meet local needs, which vary from area to area. This flexibility to develop local solutions to local health issues makes each PCN unique.

A Medical Home

A medical home is where patients feel most comfortable coming for their health needs and guided in their health management plans. Primary care is the first point of contact people have with the health system. The focus of the Mosaic PCN is supporting the patients' Medical Home. The programs and services provided to patients by Mosaic PCN are delivered in partnership with their family physician. They are designed to support the concept of a medical home. Depending on the care they need, their doctor can connect them to various healthcare providers who support the medical home.

One of the primary care network's goals is to build and sustain a community of patient-centered medical homes.

VALUES

1. Embrace Diversity
2. Build Community
3. Lead with Compassion
4. Drive Innovation

ABOUT THE SENIOR OCCUPATIONAL HEALTH & SAFETY CONSULTANT

The Senior Occupational Health & Safety Consultant provides expert advisory support and recommendations to management and the organization by interpreting evolving local, provincial, and federal regulations and providing guidance to ensure ongoing employer compliance.

The Senior Occupational Health & Safety Consultant plays a pivotal role in leading the development, implementation and continuous improvement of the organizations health and safety management system. Working in partnership with management to uphold an internal responsibilities system, by conducting thorough assessments of work environments, proactively identify potential hazards, develop mitigation strategies, and establish controls to reduce risks.

The Consultant's work directly contributes to safeguarding employees and maintaining the integrity of Mosaic PCN properties, while promoting sustainable and safe workplace practices that support the organization's long-term goals..

KEY LEADERSHIP ACCOUNTABILITIES

Incident Management

- Provides oversight of the full incident reporting life cycle, ensuring timely reporting, investigation and resolution of workplace incidents.
- Lead and assist management through comprehensive investigations of work-related injuries, near-misses, and property damage incidents, ensuring thorough documentation and analysis.
- Accurately classify incidents, perform detailed root cause analyses, and develop and implement effective corrective actions in consultation with direct managers.

Audits, Compliance & Reporting

- Lead in the implementation and maintenance of COR certification.
- Maintain and continuously improve upon robust health and safety management systems.
- Act and advise on behalf of management to build an internal responsibility system.
- Recommend and develop safety procedures, policies, and programs to ensure compliance with regulatory requirements.
- Analyze safety data to identify trends and opportunities for improvement and conduct safety assessments to proactively engineer out potential risks, enhancing the overall safety of the workplace.
- Supervise the installation of safety features and the implementation of safer operational procedures.
- Support job specific hazard assessment process.
- Lead organization-wide hazard identification process.

On-Site Support

- Lead the implementation of occupational health and safety system requirements in collaboration with the Business Operations Manager.
- Review recommendations coming forward from the Joint Workplace Health and Safety Committee providing advice to senior leadership regarding implementation of recommendations.
- Coordinate emergency response planning and drills in collaboration with facilities team.
- Promote a positive safety culture throughout the organization and provide actionable insights and feedback on activities required to create a safety culture.
- Lead and coordinate the execution of the emergency response plan during incidents, ensuring a swift and organized response.
- Identify and address gaps in emergency response plans to enhance preparedness and effectiveness.
- Conduct regular inspections of premises to identify fire hazards and ensure adequate fire protection measures are in place.

Communication, Training & Development

- Design comprehensive training programs for delivery across Mosaic.
- Conduct new hire orientation training or support managers in delivering departmental safety training as required.
- Ensure all training programs comply with legislative requirements and align with internal standards.
- Advocate for safe work practices and lead initiatives focused on injury and fatality prevention.

Relationship Management

- Cultivate and uphold leadership accountability, and develop OH&S skills among staff, with a strategic vision to develop scalable and sustainable health and safety best practices.
- Collaborate closely with Human Resources, Clinical, and Business Operations teams to ensure alignment and integration of safety initiatives.
- Effectively delegate appropriate tasks to other OH&S staff, while ensuring task completion.

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate for this Consultant position is a self-starter and self-motivator and will have the ability to establish and maintain effective working relationships across all levels of the organization and with external partners. They will be comfortable working independently while also contributing as part of a collaborative team. A genuine passion for occupational health and safety is essential, supported by a demonstrated commitment to continuous professional growth. Strong problem-solving skills are required, along with the ability to respond calmly and effectively in emergency or high-risk situations. The role requires expert working knowledge of the Alberta Occupational Health and Safety Act and related Code, as well as familiarity with other applicable safety

legislation and standards, including those supported by the Canadian Centre for Occupational Health and Safety (CCOHS).

Occasional evening or weekend work may be required, and the ability to travel—either by public transportation or with a valid driver’s licence and access to a reliable personal vehicle—is necessary.

Education:

- Bachelor’s degree in related field plus Occupational Health and Safety diploma or designation.
- Equivalent combination of education/experience may be considered.
- Canadian Registered Safety Profession or Canadian Registered Safety Technician certification is required.
- COR Auditor certificate is considered an asset.

Experience:

The successful candidate will bring a minimum of five years of directly related experience in occupational health and safety. This includes leading and supporting safety initiatives in a unionized environment and providing practical advice to management on employer obligations under occupational health and safety legislation. The role requires strong proficiency with the Microsoft Office Suite, including Outlook, and comfort using online safety reporting systems and policy compliance software. Experience implementing, supporting, and reinforcing enforcement and compliance processes is essential to ensure consistent application of safety standards across the organization. Experience working in a healthcare environment is strongly preferred.

Deadline for Applications: Friday, May 1, 2026
Submit to Lillian Wong at Lillian.Wong@mp.ca