

As a member of the Prevention Services Division, this position reports to the Supervisor, Industrial Safety, and provides services to workers, employers, and the general public. The Governance Council of the Workers' Safety and Compensation commission appoints the Senior Safety Officer to hold specific legislative duties/powers in both the Northwest Territories and Nunavut, as outlined in the Safety Acts and Regulations.

The Senior Safety Officer plans, conducts, and follows up on work site inspections to ensure adherence to the Safety Act and Regulations and issues directions for employers to alleviate workplace dangers. As directed by the Chief Safety Officer and the Supervisor, the Senior Safety Officer leads investigations into reports of work refusals and incidents of serious nature. This position also provides direction to Safety Officers/Junior Safety Officers, assisting in investigations and liaises with other agencies (i.e. RCMP, Coroner, and Federal Inspectors) and the media as required.

This position acts as a Project Lead on enforcement initiatives to reduce workplace injuries, analyzes policy issues that arise from enforcement activities, and prepares recommendation reports with authoritative advice for the Chief Safety Officer. The Senior Safety Officer's enforcement decisions have a direct impact on working conditions and worker safety, and reflect the integrity of the WSCC.

The Senior Safety Officer provides legislative and technical expertise and support for the services provided to stakeholders. This includes liaising with workers, employers, other WSCC divisions, the Nunavut and Northwest governments, and labour representatives on issues of occupational health and safety. The Senior Safety Officer assists Senior Management, Corporate Safety Officers, and Unions of large employers to analyze trends, and review company safety policies and programs to promote the internal responsibility system at the workplace. The Senior Safety Officer also promotes best practice models and safety programs initiatives that aim to reduce or eliminate injuries and ensure a safe workplace for all.

In the absence of the Chief Safety Officer and Supervisor, Industrial Safety, the Senior Safety Officer may act as required.

RESPONSIBILITIES

1. Enforces and administers the *Safety Act and Regulations* of the Northwest Territories and Nunavut.

- Conducts regular worksite inspections and audits, makes assessments, reviews and evaluates Occupational Health and Safety Programs, and provides recommendations to improve the internal responsibility system within the workplace;
- Leads investigations of workplace incidents of a serious nature (including fatalities), liaises with other agencies as required (i.e. RCMP, Coroner, federal inspector, and media), and provides prosecution recommendations for violations of the statute;
- Investigates and uses professional judgement to issue and document notice-of-danger at worksites and rule on right to refuse work cases in accordance with the legislation;

- Enforces the *Environmental Tobacco Smoke Worksite Regulations* and issues tickets;
- Creates appropriate methods to evaluate health & safety issues and develops or modifies existing assessment tools appropriate for specific industrial sectors;
- Provides advice, information, and interpretation on health and safety polices, directions, and legislation to stakeholders;
- Makes enforcement decisions, recommends prosecution for violations, prepares reports, and provides interpretation related to the *Safety Acts and Regulations*;
- Directs the implementation of corrective measures to correct non-compliance with legislation;
- Uses basic hygiene sampling instruments to determine compliance with industrial standards and refers major issues to the Industrial Hygienist for their professional assessment;
- Acts as a subject matter expert in the review and development of Codes of Practice; and
- Takes on-call duties as scheduled and responds to industrial emergencies.

2. Provides technical advice to Safety Officers.

- Monitors investigative skills, assigns work, and monitors the investigation process;
- Leads project teams and promotes best practice to reduce the frequency of workplace incidents and injuries; and
- Consults with Safety Officers on the interpretation of the *Safety Act and Regulations* to help prepare directions.
- Assists in the mentoring and development of Safety Officers and Jr. Safety Officers.

3. Participates in the customization, evaluation, and facilitation of safety education programs.

- Delivers standard and customized safety awareness to employers, workers, secondary school students and teachers;
- Evaluates safety education and training programs that address individual workplace health & safety issues;
- Liaises with education institutions, community organizations, non-profit and nationally, to establish and promote effective relationships; develop skills in outreach, community networking, workshop planning, and facilitation;
- Identifies emerging trends in workplace health and safety issues and uses this information to design and modify safety education programs;
- Performs field audits/verifications in conjunction with the Safe Advantage Program
- Delivers the Safe Advantage Program as outlined in the Safe Advantage Annual Plan;
- Verifies Safe Advantage program management practices; quality assurance of program data, and results;
- Performs other duties related to Safe Advantage program delivery as required.

4. Participates in a variety of activities to promote the WSCC's Vision, Mission, Values and Safety Culture.

- Assists with and actively participates in a variety of activities to promote the WSCC's mission, vision, values, and safety culture;
- Travels to communities and participates in a variety of events, such as trade shows, community events, and education awareness workshops;
- Participates in community development activities related to safety promotion;
- Assists in the coordination of the North American Occupational Safety and Health (NAOSH) activities during NAOSH week;
- Leads by example by working safely and reporting any unsafe work conditions to their Supervisor;
- Assists other WSCC divisions to proactively promote cooperation in matters of occupational health and safety;
- Exchanges information and client profiling with staff in other WSCC units as required;
- Represents the WSCC on industry associations and stakeholder panels and liaises with other government authorities and inter-jurisdictional agencies;

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Outside of inspections or investigations in the field, the incumbent works in an office environment with few unusual demand or conditions. The following conditions apply to fieldwork.

Physical Demands

- Walking on uneven surfaces during inspections (loose gravel, snow)
- Climbing ladders, stairs, working at heights
- Required to wear personal protective equipment during inspections (i.e. footwear, safety glasses, hard hat, and hearing protection)
- Must be able to wear additional PPE when required (i.e. fall arrest gear, respirator)

Frequency: Two to three times per week

Duration: Four – six hours per day, 10-14 per month

Intensity: High

Environmental Conditions

- Extreme cold weather conditions conducting investigations or inspections
- Exposure to hazardous substances and toxic fumes
- Exposure to high noise levels

- Travel by air (commercial and small charter aircraft)
- Travel on rough and/or winter (ice) roads
- Accommodation in small communities may require the incumbent to share a room
- Incumbent frequently travels/works alone when performing field duties

Frequency: Two to three times per week

Duration: Four – six hours per day, 10-14 per month

Intensity: High

Sensory Demands

- High concentration during inspections/investigations is critical to absorb pertinent details and avoid distraction from relevant tasks
- All senses are required for personal and others' protection while performing fieldwork

Frequency: Several times per month – as required

Duration: Four – six hours per day, 10-14 per month

Intensity: Very high

Mental Demands

- This position requires critical decision making that affects the health and safety of others. Decisions have economic and social impacts on individuals and companies, and include fatality investigations and recommendations for prosecution
- Frequent duty travel that takes the incumbent away from their home may cause disruptions to family life and regular lifestyle (approximately 1 week/month)

Frequency: Health & Safety decisions, daily; other decision/investigations – as required

Duration: continuous, part of the job function

Intensity: Medium to high

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of *Safety Acts and Regulations*, industry standards, and other related acts, codes, and regulations;
- Demonstrated knowledge of investigation principles and procedures;
- Demonstrated knowledge and understanding of safety management systems; audit and inspections processes; and a general understanding in a variety of health and safety areas such as workplace inspections, OH&S committees, personal protective equipment, and emergency measures;
- Experience in a variety of industry sectors (i.e. processing industries, mechanical workshops, health care, trucking and construction, municipal operations)
- Experience conducting investigations (Fatality and Dangerous Occurrences);
- Experience delivering safety programs, particularly to adult and/or ESL learners;
- Experience developing, delivering, and evaluating curriculum related to safety;

- Experience researching, analyzing, and explaining safe work practices;
- Experience working both independently and in a team environment;
- Excellent written and verbal communications skills;
- Excellent computer skills (work processing, spreadsheet and presentation software);
- Diplomacy and negotiation skills;
- Ability to function well in a multi-cultural environment;
- Ability to effectively organize and prioritize workload, and adapt to changing priorities; and
- Valid class 5 driver's license

Typically, the above qualifications would be attained by:

A related two year post-secondary diploma and the Canadian Registered Safety Professional (CRSP) designation, combined with a minimum of five years of progressive experience working in an industrial health and safety field.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Senior Safety Officer

Position Number(s): 97-2821; 97-9708

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</p>

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