



The timeline for successful completion is two years with the option for a third year. At the end of the program, the candidates are able to pass the required screening for a Safety Officer position.

Prevention staff through mentorship and transfer of knowledge and skills assists the candidates to achieve their goals and objectives to become Safety Officers who administer the *NWT and Nunavut Safety Act and Regulations*.

Elements of the program would include:

- Education: candidates will be required to successfully complete an Occupational Health and Safety (OHS) certificate program (4 courses per year)
- Additional OHS courses' as identified in the development action plan
- On the job training: candidates will work with Safety Officers/ Inspector of Mines learning all elements of Officers'/Inspector job enforcement, consultation and education

This position is located in Iqaluit and reports to the Supervisor, Industrial Safety NU for day-to-day activities, with the Chief Safety Officer overseeing regular reviews of the work plan. This position is supported through the mentorship, teaching and guidance of all of the Prevention Services staff.

## **RESPONSIBILITIES**

The Junior Safety Officer will work closely with Safety Officers to learn all elements of a Safety Officers' job in enforcement, consultation and education.

### **1. Participates in the successful implementation of the Education and Training Plan.**

- Successful completion of the OHS certificate program within 24 months by taking and passing 4 courses per year;
- Develops study and action plan for each course;
- Participates in the customization of Individual Training/Action Plan;
- Reviews and meets agreed on milestones, with the supervisor regularly;
- Completes training/action plan;
- Participates in mentorship program with Senior Safety Officer (SSO)/Safety Officer (SO).

### **2. Assists in enforcing and administering the *Safety Acts and Regulations* of the Northwest Territories and Nunavut.**

- Supports SO(s) when conducting regular worksite inspections and audits, makes assessments, reviews and evaluates Occupational Health and Safety Programs, and provides recommendations to improve the internal responsibility system (IRS) within the workplace;
- Uses the knowledge gained through on the job training and previous work experience in aiding SO(s) with imminent danger and right to refuse work cases in accordance with the legislation;

- Learns through mentorship appropriate methods to evaluate health & safety issues and develops or modifies existing assessment tools appropriate for specific industrial sectors;
- Develops knowledge of safety polices, directions, and legislation to stakeholders;
- Work with SO(s) to direct the implementation of corrective measures to ensure compliance with legislation;
- Learns basic hygiene sampling instruments to determine compliance with industrial standards and refers major issues to the Industrial Hygienist for their professional assessment.

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

- Researches to identify emerging trends in workplace health and safety issues and uses this information to make recommendations to the Chief Safety Officer for prevention initiative;
- Assists SO(s) in field audits in conjunction with the Safe Advantage program.

**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, inspections 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;
- Leads by example by working safely and reporting any unsafe work conditions to their Supervisor/Chief Safety Officer;
- 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.

**5. Participants will meet the milestones developed in the Action Plan to proceed to the next level in the training program.**

- Ensures leave and attendance meet organizational standards to meet learning outcomes
- Demonstrates the appropriate behaviours as identified in the SO Orientation Program
- Successfully complete and pass each module of the OH&S program within the timeframe developed

**KNOWLEDGE, SKILLS AND ABILITIES that the candidate brings to the position:**

- Experience working both independently and in a team environment,

- Excellent written and verbal communication skills in English and Inuktitut or Inuinnaqtun is required;
- Excellent computer skills (word processing, spreadsheet and presentation software);
- Ability to establish and promote effective relationships between individuals and/or groups to resolve conflicts and reach amicable and practical decisions;
- Ability to function well in a multi-cultural environment;
- Ability to effectively organize and prioritize workload, and adapt to changing priorities;
- Valid class 5 driver's license.
- Must be able to travel a minimum of 1 week per month
- Successful completion of a criminal record check
- Demonstrated work habits; punctuality and attendance

**KNOWLEDGE, SKILLS AND ABILITIES the incumbent will gain while in the program:**

Through successful the completion of the two year program that is documented through a detailed work plan with timelines and regular review, the JSO will:

- Demonstrate their knowledge of Safety Acts and Regulations, industry standards, and other related acts, codes, and regulations;
- Demonstrate their knowledge of inspections principles and procedures;
- Demonstrate their knowledge and understanding of safety management systems (IRS); 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, emergency measures, etc.;
- Experience researching, analysing and explaining safe work practices;
- Attain the ability to develop and maintain both organizational and individual commitment to the identification and resolution of health and safety issues;

**Typically, the above qualifications would be attained by:**

Grade 12 diploma and a minimum of 3 years work experience.

Trades certificate/equivalencies or mining experience would be an asset. Experience working with legislations or regulatory standards, is considered an asset.

Candidates must have a strong interest to learn about occupational health and safety, including legislation, safety management systems (SMS), internal responsibility systems (IRS).

**WORKING CONDITIONS**

Outside of assisting Safety Officer in conducting inspections and supporting the Senior Safety Officers with investigations or other prevention awareness activities in the field, the incumbent works in an office environment with few unusual demands or conditions. The following conditions are required for 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)
- Required to carry own travel gear and inspection equipment

**Frequency:** Two to three times per week

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

**Intensity:** High

### **Environmental Conditions**

- Extreme cold weather conditions assisting SO in conducting 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 (minimum of 1 week per month) performing field duties

**Frequency:** Two to three times per week

**Duration:** Four - six hours per day, 10-14 days 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 days 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

**Frequency:** Health & Safety decisions – daily; other decisions/investigations – as required.

**Duration:** Continuous, part of job function

**Intensity:** Medium to high

## **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

### **Official Language Considerations (check one)**

- The ability to communicate in an official language of the Nunavut, in addition to English, is required.
- Bilingual required (state language): Inuktitut/Inuinnaqtun

**CERTIFICATION**

**Title:** Junior Safety Officer

**Position Number(s):** 97-9915, 97-9916

<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 &amp; 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>
<p><b>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.</b></p>	

Reviewed by HR: \_\_\_\_\_