

Located in Yellowknife, the OH/SSO will operate within the Prevention Services Division of the WSCC and reports to the Supervisor of Industrial Safety, NT.

The OH/SSO provides support on enforcement initiatives to reduce workplace injuries; analyse policy issues, and provide recommendations for review by the Chief Safety Officer (CSO). Enforcement activities include inspections, investigations and preparation of recommendations outlining violations against the *Safety Acts and Regulations* of the NWT and Nunavut, as necessary. All enforcement decisions made by the OH/SSO will have a direct impact on working conditions and worker safety throughout NWT and Nunavut, and reflect on the integrity of the WSCC.

The OH/SSO provides legislative and technical expertise and support—including liaising on occupational health and safety issues within the WSCC and external stakeholders (i.e. Nunavut and Northwest Territories Governments, workers, employers, and labour representatives etc.) as well as mentorship to other Senior Safety Officers, Safety Officers & Junior Safety Officers within the WSCC,

The OH/SSO will represent the WSCC on various National Standards Associations, Boards, stakeholder panels and support employers to ensure compliance with current legislative requirements, codes of practices and best industry practices.

Depending on the level and type of risks involved, the powers of an OH/SSO allows flexibility in their approach to achieve regulatory compliance through the implementation of the employers Internal Responsibility System (IRS).

RESPONSIBILITIES

- 1. Collaborates with stakeholders through education, consultation, and guidance, as the subject matter expert on occupational hygiene, by:**
 - Reviews occupational hygiene monitoring programs consistent with the *Safety Acts and Regulations of the NWT and Nunavut* and Codes of Practice.
 - Monitors workplaces and projects to minimise workers exposure to various harmful substances.
 - Provides expert advice, guidance and technical reports to the Chief Safety Officer and other Officers on Occupational Hygiene issues and programs.
 - Travels into communities and participates in community events, trade shows, and education awareness workshops.
 - Participates in the development of standards, policies and regulations related to occupational hygiene as a member of the inter-governmental or tripartite working groups (this includes government, unions and industry specialists at the Territorial and National level).
 - Reviews notice of project submission for asbestos, lead, biological and chemical substances to ensure implementation of safe work practices and compliance to legislation on various industrial projects.
 - Respond to Occupational Hygiene queries from workers, employers, and general public.

- Researches relevant information on occupational health and safety.
- Responds to internal and external inquiries and prepares presentations on topics related to occupational health and safety.
- Leads by example by working safely and reporting any unsafe work conditions to the Supervisor.
- Meets with stakeholders and internal management and provides legislative and technical expertise to aid in the development of approved procedures and protocols that meet requirements of the *Safety Acts and Regulations* of the NWT and Nunavut and Codes of Practice.
- Takes “on call” duties on a rotational basis and responds to emergencies, as necessary.
- Conducts verification audits and other duties related to for the WSCC Safe Advantage Program.
- Assists other WSCC divisions to proactively promote cooperation in matters of occupational health and safety.
- Assists with a variety of activities such as NAOSH, Skills Canada, and promote the WSCC’s mission, vision, values, and safety culture.
- Participates in community development activities related to Occupational Hygiene practices.

2. Collaborates with stakeholders to ensure compliance through review and analysis of the inspection protocols within directed services, by:

- Identifying emerging trends in workplace health and safety issues concerning Occupational Hygiene and uses the information to plan inspections and make recommendations to the Chief Safety Officer.
- Conducting inspections of worksites for: :
 - potential exposures to chemical, physical and biological agents, hazardous building materials and other safety hazards found in the workplace and direct the employer to implement corrective action;
 - to ensure the IRS has identified proper safety measures are taken to reduce exposure and issue directions for modification to the IRS as required;
 - proper implementation of workplace hygiene policies and programs
- Issuing inspections with directions to employers to implement corrective measures to achieve compliance with the legislative requirements.
- Reviews employers’ response and documentation to determine compliance of the legislation requirements.

3. Participates in investigation protocols for issues of non-compliance to the Safety Acts and Regulations, by:

- Leading and assisting in investigations of workplace reportable incidents (including fatalities), liaises with other agencies as required (i.e. RCMP, Coroner, federal inspector), and provides prosecution recommendations to the Chief Safety Officer.
- Employing professional discretionary powers to issue “stop work” and “notice of danger” at worksites and makes determinations on “refusal to perform unsafe work” in accordance with the legislation and maintain appropriate documentation.

- Investigates reports of unsafe work, processes the results and maintains the reports of unsafe work on WSCC Connect.
- 4. Participates in prosecution activities for issues of non-compliance of the *Safety Acts and Regulations NWT and Nunavut* , by:**
- Providing recommendations regarding judicial action to Chief Safety Officer in matters of non-compliance to the *Safety Acts and Regulations* of the NWT and Nunavut.
 - Preparing investigation reports for Fatalities and Dangerous Occurrences and make recommendations for prosecution to the Chief Safety Officer
 - Assisting in the development of a body of evidence when recommending prosecution of violators for non-compliance
 - Leading and assisting in the preparation of investigation files, documents, and evidence for use in judicial prosecutions.
 - Representing WSCC as subject matter expert and witness at judicial hearings and trials.

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 incumbent will be required to travel to communities in the Northwest Territories and/or Nunavut at least 1 week per month.

The following conditions apply to fieldwork:

Physical Demands

- Walking on even surfaces during inspections (loose gravel, snow)
- Climbing ladders, stairs
- 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

- Possible extreme cold weather conditions when conducting investigations or inspections
- Possible exposure to hazardous substances and toxic fumes
- Possible exposure to high noise levels
- Travel by air (commercial / helicopter 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.
- This position requires the incumbent to deal with potentially unstable Stakeholders reactions.
- 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 decision/investigations – as required

Duration: continuous, part of the job function

Intensity: High

KNOWLEDGE, SKILLS AND ABILITIES

- Advanced knowledge of the theories, principles and practices of occupational hygiene.
- Expertise in interpretation and application of *Safety Acts and Regulations*, industry standards, codes, and other regulations.
- Advanced knowledge of skills required to conduct on-site inspections of asbestos, lead. Mould, silica abatement enclosure, decontamination facilities, equipment, negative pressure units, dust suppression techniques, workers protection and air sampling.
- Advanced knowledge in the use of Occupational Hygiene survey equipment and the ability to explain Occupational Hygiene techniques.
- Experience evaluating asbestos, lead, and mould abatement safe work procedures.
- Ability to read and critique scientific articles within the disciplines of epidemiology and toxicology and to review and communicate sampling data results submitted.
- Understand the methods employed in risk assessment and cost benefit analysis.
- Experience in evaluating contract procurement processes, budgets, specifications, work procedures and technical plans.
- Ability to statistically analyze analytical data and critique statistical work.

- Advanced knowledge of radiation protection and safety.
- Knowledge of computer applications, expertise using portable testing field equipment e.g. data loggers, spreadsheet analysis, and calibration devices.
- Ability to work with diverse groups to establish and promote effective working relationships for the resolution of health and safety issues.
- Excellent oral & written communication and typing skills.
- Interpersonal skills including conflict resolution.
- Ability to work independently and part of a team.
- Ability to function well in a multi-cultural environment.
- Must hold a minimum of a valid class 5 driver license

Typically, the above qualifications would be attained by:

Completion of a related post-secondary diploma and minimum of 5 years' field experience in Occupational Hygiene in a Mining or Industrial setting.

The incumbent must be Certified Industrial Hygienist (CIH) or Registered Occupational Hygienist (ROH).

Experience evaluating asbestos, lead and mould abatement/remediation projects is a critical skill for the position.

A valid class 5 driver's license is required.

Experience in the Oil & Gas Industry is an asset.

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

The ability to communicate in an official language of Northwest Territories, and Nunavut, in addition to English, is an asset.

CERTIFICATION

Title: Occupational Hygienist/Senior Safety Officer

Position Number(s): 97-2821

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p>Senior Manager</p> <hr/> <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>	<hr/> <p>Date</p> <hr/> <p>Date</p>
<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.</p>	

Reviewed by HR: _____