

The *Acts and Regulations* give the Officer the legislative authority to enter worksites to assess compliance with the *Acts & Regs*, to conduct inspections and investigate dangerous occurrences, serious injuries or fatalities, work refusals and employee claims of discrimination.

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

The Safety Officer provides reliable and timely front-line regulatory services to employers and workers in the Territories and participates in investigations on incidents of a serious nature and recommends prosecution to the Chief Mines Inspector/Chief Safety Officer for violations of the statute.

Through education, collaboration and enforcement the Officer has discretionary powers to make decisions to ensure stakeholders are compliant with the *Acts & Regulations* under the direction of the Chief Mines Inspector/Chief Safety Officer. These discretionary powers come with a high level of responsibility as regulatory actions can have major impact on worker health and safety, the environment, financially, and property which can be appealed to the Chief Mines Inspector/Chief Safety Officer.

RESPONSIBILITIES

1. Administer and enforce the *NT and NU Acts and Regulations*

- Conducts worksite inspections, makes assessments, reviews and evaluates Occupational Health and Safety Programs.
- Directs education and awareness for compliance requirements to promote the internal responsibility system and when required enforcement of the *Acts and Regulations*.
- Plans, conducts, and follows up on work site inspections to ensure adherence to the *Acts & Regs*, and issues directions for employers for non-compliance to the *Acts or Regulations*.
- Participates in investigations of worksite incidents of a serious nature (including fatalities), dangerous occurrences, liaises with other agencies as required (i.e. RCMP, Coroner, Federal Inspector), and makes recommendations to the Chief Mines Inspector/Chief Safety Officer for enforcement strategy including prosecution.
- Uses communication, diplomacy skills, and knowledge to coach or guide employers and workers toward improving their Internal Responsibility System (IRS) ensuring that best practices are being followed. The officer must act to protect workers using his/her regulatory authorities when the IRS is not working.

- Investigates and uses professional judgment to issue written directions to employers and document notice-of-danger at worksites, and rules on right to refuse work cases in accordance with the legislation.
- Evaluates Occupational Health and Safety tools and methods and makes recommendations for modification to existing assessment tools to ensure appropriate use in different industrial sectors.
- Provides information, and interpretation on OHS best practices, and legislation.
- Makes enforcement decisions, prepares reports, and provides interpretation related to the *Acts and Regulations*.
- Provides legislation direction for the implementation of corrective measures to ensure compliance with the legislation.
- Performs on call duties as scheduled and responds to emergencies as directed by the Chief Mines Inspector/Chief Safety Officer.

2. Consultation and Collaboration

- Delivers standard and customized OHS awareness presentations to employers and workers.
- Evaluates OHS education and training programs that address individual workplace health & safety issues.
- Identifies emerging trends in workplace health and safety issues and uses this information to recommend WSCC Awareness programs.
- 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 worksites to conduct inspections, to ensure compliance with Legislation.
- Assists in the coordination of the North American Occupational Safety and Health (NAOSH) activities during Safety and Health week, Skills Canada.
- Leads by example by working safely and reporting any unsafe work conditions to the 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.
- Identify emerging trends to workplace health and safety issues, and uses this information to assist employers in updating their Safety Management Systems (SMS) for the implementation of their Internal Responsibility System.

WORKING CONDITIONS

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

Physical Demands

- Walking on uneven 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 enter confined and restricted spaces, and underground mines

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 Required to wear personal protective equipment
- 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 based on Legislation are made on a daily basis, and wrong decision could expose WSCC to liability and may prove fatal to workers. Constant pressures are evident through labor management relations, impact of decisions respecting variances to regulations, decisions on appeals and stop work orders. Courtroom, prosecution decisions and fatality investigations can be extremely stressful and may lead to extensive mental or emotional fatigue.
- 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 one or more industry sectors (i.e. processing industries, mechanical workshops, health care, trucking, construction, retail, and municipal operations)
- Experience conducting investigations (Fatality and Dangerous Occurrences);
- Experience implementing safety programs, particularly to adult and/or ESL learners;
- Strong ability to research, analyze, and explain safe work practices;
- Ability to work 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
- The ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace; and
- A valid class 5 driver's license

Typically, the above qualifications would be attained by:

A certificate or degree in Occupational Health and Safety, from an accredited educational institution, and a minimum of 3 years of experience working in industry in the health and safety field. A valid Class 5 Driver's licence is required.

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

Indigenous language: Inuktitut

Required

Preferred