

**IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Workers' Safety and Compensation Commission	Senior Safety Officer	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
97-9840	Iqaluit	WSCC NU

**PURPOSE OF THE POSITION**

The Senior Safety Officer directly contributes to the WSCC's vision, mission and values by promoting regulatory awareness, compliance and enforcement of worker Health and Safety in the NT and NU. This position is a legislated requirement, and has specific legislative duties and authorities under the *Northwest Territories (NT) and Nunavut (NU) Safety Acts*, the *Explosives Use Act* and their associated *Regulations*.

**SCOPE**

The Workers' Safety and Compensation Commission (WSCC) is a Crown Corporation of the Governments of the Northwest Territories and Nunavut, directed by a Governance Council through the President & CEO. The WSCC operates from headquarters in Yellowknife, and regional operations in Iqaluit.

The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The system is funded through the collection of assessments from employers and is governed by the *Workers' Compensation Acts* of the Northwest Territories and Nunavut.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

This position is located in Iqaluit, NU and reports to the Deputy Chief Safety Officer, NU. The Senior Safety Officer provides services to employers, workers, and the public and is appointed under the legislation as a Safety Officer. In compliance with the Northwest Territories (NT) and Nunavut (NU) *Safety Acts*, *Explosives Use Act*, and the associated *Regulations (Acts & Regs)*, and fosters the vision, mission and values of the Workers' Safety and Compensation Commission.

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 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 labor representatives on issues of occupational health and safety. The Senior Safety Officer assists Senior Management, Corporate Safety Officers, and Unions 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 that aim to reduce or eliminate injuries and ensure a safe workplace for all.

The Senior Safety Officer provides reliable and timely front-line regulatory services to employers and workers in the Territories and acts as a lead for 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 Officers 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. Administers and enforces the *NT and NU Acts and Regulations***

- Conducts worksite inspections, makes assessments, reviews and evaluates Occupational Health and Safety Programs.
- Leads and 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*.
- Leads and directs 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 OHS 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.
- Acts as a subject matter expert in the review and development of Codes of Practice.
- Performs on call duties as scheduled and responds to emergencies as directed by the Chief Mines Inspector/Chief Safety Officer.

## **2. Provides technical Assistance**

- Monitors investigative skills and provides guidance and leadership of the process;
- Leads or oversees project teams to identify, develop and educate stakeholders on the implementation of best practices to reduce the frequency of worksite incidents and injuries.
- Consults with Safety Officers on the interpretation of the *Act and Regulations* to help prepare directions.
- Assists in the mentoring and development of Safety Officers and Trainee's.

## **3. 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 Health and Safety week, Skills Canada, and other organizations upon request.
- 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.
- Represents the WSCC on industry associations and stakeholder panels and liaises with other government authorities and inter-jurisdictional agencies.

- 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. The Senior Safety Officer is expected to perform duty travel to remote communities for one week on a monthly basis. Field work and office work have the following common demands:

#### **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 Demands**

- 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;
- Advanced knowledge of investigation principles and procedures;
- Advanced 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, construction, retail, and municipal operations)
- Extensive experience conducting investigations (Fatality and Dangerous Occurrences);
- Extensive experience implementing safety programs, particularly to adult and/or ESL learners;
- Advanced ability to research, analyze, and explain safe work practices;
- Strong ability to work both independently and in a team environment;
- Excellent written and verbal communications skills;
- Advanced computer skills (work processing, spreadsheet and presentation software);
- High degree of diplomacy and negotiation skills;
- Ability to function well in a multi-cultural environment.
- 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.
- Highly effective in organizing and prioritizing workload and adapting to changing priorities.
- Valid class 5 driver's license

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

A related two-year post-secondary diploma from an accredited university or college and the Canadian Registered Safety Professional (CRSP) designation, combined with a minimum of five years of progressive experience working in industry in the health and safety field. A valid Class 5 Driver's license 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:** To choose a language, click here.

- Required
- Preferred