

IDENTIFICATION

Department	Positio	n Title
Workers' Safety and Compensation Commission	Safety C	Officer
Position Number	Community	Division/Region
97-2718, 4704, 2007	Yellowknife	WSCC NT

PURPOSE OF THE POSITION

The Safety Officer directly contributes to the WSCC's vision, mission, and values by promoting and advancing 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 operation in Iqaluit.

The WSCC promotes safe workplaces 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 Yellowknife, NT and reports to the Supervisor, Safety Officers and Mines Inspectors. The 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 WSCC.

Box 8888 • Yellowknife, NT X1A 2R3 • Telephone: (867) 920-3888 • Toll Free: 1-800-661-0792 • Fax: (867) 873-4596 • Toll Free Fax: 1-866-277-3677 Box 669 • Igaluit, NU XOA 0H0 • Telephone: (867) 979-8500 • Toll Free: 1-877-404-4407 • Fax: (867) 979-8501 • Toll Free Fax: 1-866-979-8501 wscc.nt.ca · wscc.nu.ca



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

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 governments of Nunavut and Northwest Territories, and labor representatives about issues of occupational health and safety. The Safety Officers assist Management, Employer Safety Officers, and Unions to analyze injury trends, review company safety policies and programs, and 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 jurisdiction, participates in investigations for 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 Safety Officer has discretionary powers to make decisions to ensure stakeholders are compliant with the Acts & Regulations under the direction of the Chief Safety Officer. These discretionary powers come with a high level of responsibility. Regulatory actions can have a major impact on worker health and safety, the environment, employer finances, 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 (OHS) 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 with 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.

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- Investigates and uses professional judgment to issue written directions to employers, document notices-of-danger at worksites, and rules on right to refuse unsafe 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.
- Performs 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 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 with activities for Health and Safety Week and 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.
- Identifies emerging trends in workplace health and safety, and uses this information to assist employers in updating their Safety Management Systems (SMS) for the implementation of their Internal Responsibility System.





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, Hi-Viz vest, and hearing protection)
- Must be able to enter confined and restricted spaces and underground mines

Frequency:Two to three times per weekDuration:Four - six hours per day, 10-14 per monthIntensity: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 decisions/investigations – as requiredDuration:continuous, part of the job functionIntensity: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).
- Ability to implement safety programs.
- Experience with researching, analyzing, and explaining safe work practices.
- Ability to work both independently and in a team environment.
- Excellent written and verbal communication skills.
- Excellent computer skills (word 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.
- A valid class 5 driver's license; and
- 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.



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 three (3) years of experience working in the health and safety field.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- $\hfill\square$ No criminal records check required
- $\boxtimes~$ 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) □

Indigenous language: Select language

- \Box Required
- ⊠ Preferred

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