



## IDENTIFICATION

Department	Position Title	
Infrastructure	Regional Occupational Health and Safety Specialist	
Position Number	Community	Division/Region
33-16488	Inuvik	Directorate

## PURPOSE OF THE POSITION

The Regional Occupational Health and Safety Specialist is responsible for supporting the delivery of the Department of Infrastructure's Occupational Health and Safety program aimed at achieving a safe workplace for employees. This position acts as the first point of contact for all Occupational Health and Safety matters in the Beaufort Delta and Sahtu regions. This position demonstrates and verifies regional compliance with all legislative requirements pertaining to Occupational Health and Safety, including the *Safety Act*, *Labour Code Part II* and the associated *Regulations*.

## SCOPE

Based in Inuvik and reporting to the Manager, Occupational Health and Safety and Workplace Risk in Yellowknife, the Regional Occupational Health and Safety Specialist (ROHS) Specialist is responsible for the delivery of the Department of Infrastructure's Occupational Health and Safety (OHS) program promoting safe and healthy workplaces through education, collaboration, and prevention. This position has a day-to-day functional reporting relationship with the regional superintendent.

The Department is responsible for OHS compliance at approximately 60 worksites in 19 communities. These worksites are regulated by a mix of federal and territorial legislation and include office buildings, highway maintenance camps, equipment repair shops, trade shops, hospitals, commercial vehicle weigh scales and inspection stations, warehouses, data centres, garages, marine maintenance facilities, ferries, airports, and winter road maintenance camps. The incumbent is responsible to oversee and promote safe workplaces, best practice models, and the Internal Responsibility System through education and prevention at all INF worksites, including headquarter divisions and regional offices.



The nature of activities undertaken by the Department's work sites span both federal and territorial jurisdiction. The Department's airport, marine and ferry sites are identified as federal undertakings and *Labour Code Part II* administered through Employment and Social Development Canada (ESDC) apply to them. In addition, territorial legislation administered through the Workers' Safety and Compensation Commission (WSCC) applies at all of our sites.

The Department, as owner and maintainer of GNWT infrastructure, also maintains the role of principal contractor, responsible to confirm that health and safety requirements are fulfilled by its Contractors working on/in its occupied worksites.

## **RESPONSIBILITIES**

### **1. Maintains and delivers the department's OHS Program at regional worksites.**

- Provides collaborative leadership to regional staff to facilitate an integrated approach in the delivery, monitoring, and evaluation of key results within the OHS program.
- Supports the on-going delivery of department wide OHS plans, policies, and strategies according to legal requirements to promote workplace health and safety, identify hazards, control, and eliminate potential risks, and reduce the potential of incidents that may result in injury, illness, or death.
- Travels to communities and worksites to conduct workplace inspections and incident investigations.
- Provides advice and technical support to employees on health and safety matters such as legislation, regulation, policies, and safe work practices.
- Promotes the Internal Responsibility System, department's safety culture, and the expectation that all employees and contractors will be leaders in health and safety.
- Verifies that the department's OHS program manual, department policies, safe work practices, and any additional OHS-related information is current and readily accessible to all employees.

### **2. Monitors and evaluates the effectiveness of OHS program strategies and contributes to developing and updating department plans.**

- Monitors the on-going implementation of the department's OHS and wellness activities.
- Participates in regular reviews of the department's OHS program for continuous renewal and improvement.
- Coordinates internal audits and assessments of the regions OHS program.
- Confirms that all mandatory OHS reporting requirements are satisfied.
- Develops detailed work plans to assist in guiding the work of Joint OHS Committees in the regions.



- 3. Supports Project Managers (PM) to conduct health and safety inspections at contractor worksites where the Department of Infrastructure is the principal contractor to verify overall compliance with relevant legislation and regulations.**
  - Assists project managers to conduct routine audits of contractor compliance with the contractor's own OH&S Plan and Management System (policies, standards, regulatory requirements, safe work practices and safe work procedures) and issue audit reports.
  - Verifies that contractors at the workplace have fully implemented all aspects of their Health and Safety Plan and Emergency Response Plan through periodic audits.
  - Verifies that contractors have provided their workers with adequate training for the tasks at hand and that training records are maintained.
  - Actively promotes an attitude of safety awareness.
- 4. Promotes, supports, monitors, and tracks workplace safety training and education program delivery for regional employees.**
  - Promotes and supports a range of OHS and workplace wellness developmental activities for employees.
  - Identifies training and development gaps, needs, and other priorities prescribed in appropriate federal and territorial legislation and regulations.
  - Coordinates the delivery of mandatory or supplementary OHS training, orientation tools, and information resources.
  - Tracks all regional employee training requirements.
  - Schedules certification or refresher training according to the employee training plan requirements.
  - Works in a coaching and guiding role to increase workplace and field-level OHS safety knowledge and presence.
- 5. Contributes to regional and departmental claims management and trend analysis.**
  - Assists management with WSCC reporting.
  - Verifies the department proceeds only with work-related claims.
  - Assists the Manager, Occupational Health and Safety and Workplace in dispute claims or WSCC decisions with respect to claims.
  - Provides appropriate claim data to the OHS and Workplace Risk Manager to enable monitoring of claim trends, to adjust OHS programs as required.
- 6. Collaborates with a wide range of regional partners involved in promoting occupational safety and wellness in the workplace such as Safety Officers with the NWT Workers' Safety and Compensation Commission (WSCC).**
  - Confirms that health and safety statistics and reports are accurately collected and reported within specified timelines.



- Provides key support to management to fulfill directions received in WSCC Inspection Reports within specified compliance timelines.
- Maintains mandatory record-keeping including workplace incident reports injury reports, education and training, risk assessments, workplace inspections, and other records.
- Confirms applicable employees (for example, committee members conducting inspections and investigations) receive the education and training required to understand and complete the forms properly.

**7. Provides specialized advice and support to Joint Occupational Health and Safety Committees (JOHSC) in the regions.**

- Provides support to confirm that regular workplace inspections take place.
- Provides support and assistance to investigate reports of incidents, injuries, and nearmisses.
- Assists to address worker issues and to propose solutions.
- Investigates and helps to resolve refusals to work issues due to real or perceived dangers.
- Assists to determine if gaps exist between workplace practices and standards set by the department, industry, or legislation.
- Provides support to identify workplace hazards, identify the root causes for any gaps, and assist in developing recommendations for hazard control or corrective action.
- Provides support to develop and maintain emergency response plans at all regional worksites.
- Supports the planning and delivery of emergency response drills and exercises at all regional worksites owned by the GNWT.

**WORKING CONDITIONS**

**Physical Demands**

Occasional walking on uneven surfaces and climbing ladders, stairs, and working at heights or in confined spaces, and wears various types of personal protective equipment depending on the situation during inspections.

**Environmental Conditions**

Occasional exposure to a variety of weather conditions while conducting investigations or inspections. Some noise, construction/ industrial odors, fumes, or gases, or hazardous materials may be present.



### **Sensory Demands**

High concentration during inspections/investigations is critical to absorb pertinent details and avoid distraction from non-relevant tasks. All senses are required for personal and others' safety while performing fieldwork.

### **Mental Demands**

This position requires critical decision making that affects the health and safety of others. Decisions may have economic or social effects on individuals.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the *Safety Act, Labour Code Part II*, and regulations, industry standards, and other related acts, codes, regulations, and standards applicable to OHS.
- Skilled in delivering an OHS program within the range of working environments that exist within the department.
- Skilled at conducting investigations and inspections.
- Ability to produce reports and assist in developing relevant policies.
- Ability to recognize potential hazards and risks associated with differing worksites and recommend appropriate risk mitigation approaches.
- Experience researching, analyzing, writing, and explaining safe work practices.
- Communication (oral and written), diplomacy and negotiation skills.
- Skilled with MS Word, MS Outlook, MS TEAMS, MS Excel, and DIIMS.
- Interpersonal skills, with the ability to establish and maintain effective working relationship with others from a variety of backgrounds, and successfully interact with stakeholders and peers.
- Organizational and time management skills, detail orientation, and the ability to prioritize tasks with minimal supervision.
- 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 relevant diploma with 2 years of experience.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

A valid class 5 driver's license.

### **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:** Select language

- ☐ Required
- ☐ Preferred