

The WSCC of the Northwest Territories (NT) and Nunavut (NU) is responsible to enforce safety legislation such as the *Safety Acts, Mine Safety Act, and Explosives Use Act*. The Prevention Services division is comprised of two units: Mine Safety and Industrial Safety, which provides front line services to WSCC stakeholders including workers, employers, and the general public. The Governance Council of the Workers' Safety and Compensation Commission appoints the Supervisor, Industrial Safety to hold specific legislative duties and powers in both the NT and NU, as outlined in the *Safety Acts and Regulations*. The NT Industrial Safety Team handles approximately 1300 safety inspections a year, in addition to providing safety education across the NWT.

This position is located in Yellowknife, NT, reports to the Chief Safety Officer, and plays a vital role in the promotion of best practice models and safety program initiatives to ensure a decrease in the frequency and duration of incidents across the NWT. The result is a reduction of costs to all stakeholders in the WSCC system.

The Supervisor plans, conducts, and follows up on work site inspections to ensure adherence to the *Safety Acts and Regulations*, and issues directions for employers to alleviate workplace dangers.

This position is the Project Lead on enforcement initiatives to reduce workplace injuries, analyze policy issues that arise from enforcement activities, and prepare recommendation reports with authoritative advice for the Chief Safety Officer. The Supervisor's enforcement decisions have a direct impact on working conditions and worker safety, and reflect the integrity of the WSCC.

The Supervisor may represent the WSCC on various National Standards setting agencies, industry associations, and stakeholder panels, and liaise with other government and inter-jurisdictional agencies in Canada.

The Supervisor, Industrial Safety in Yellowknife has six direct reports: one Safety Officer in Inuvik, four Safety Officers in Yellowknife, and one Industrial Hygienist. The Supervisor orients and mentors new hires, and provides guidance to the Safety Officers on topics such as inspections, investigative protocols, duty travel, and community visits.

The Supervisor assists the Chief Safety Officer to establish unit goals and objectives, and participates in budget exercises as required.

This position has a \$10,000 signing authority.

RESPONSIBILITIES

1. Enforces and administers the *Safety Acts and Regulations* of the NT and NU.

- Conducts regular worksite inspections and audits, makes assessments, reviews and evaluates Occupational Health and Safety Programs, and works with other WSCC Safety Officers and employers to improve the internal responsibility system in

workplaces across NT and NU.

- Leads and directs investigations of workplace incidents of a serious nature (including fatalities), liaises with other agencies as required (i.e. RCMP, Coroner, Federal Inspectors, media), and recommends prosecution for violations of the statute.
- 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.
- Leads project teams and promotes best practices to reduce the frequency of workplace incidents and injuries.
- Creates appropriate methods to evaluate health & safety issues, and develops or modifies existing assessment tools appropriate for specific industrial sectors.
- Provides advice, information, and interpretation on health and safety policies, directions, and legislation to stakeholders.
- Makes enforcement decisions, prepares reports, and provides interpretation related to the *Safety Acts and Regulations*.
- Directs 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 industrial safety emergencies.

2. Supervises the Industrial Safety team in the Northwest Territories.

- Monitors workloads and file management to ensure a fair distribution of work, and timely execution of functions.
- Establishes Safety Officers' work plans for the delivery of enforcement, and educational programs aligned with divisional goals and objectives.
- Orients and coaches Safety Officers in investigative protocols, writing investigative reports, and prosecution, to improve their skills and technical knowledge.
- Manages staff performance in accordance with the WSCC's Performance Management Program.
- Utilizes appropriate quality assurance mechanisms and performance standards to monitor, track, and report achievement of unit work plans.
- Works with the Industrial Safety team to monitor client service delivery and quality.
- Approves, reports, and monitors leave and attendance.
- Acts on behalf of the Chief Safety Officer in their absence, as required.

3. Customizes, evaluates, and facilitates safety education programs.

- Directs and delivers standard and customized safety awareness training to employers, workers, secondary school students, and teachers.
- Evaluates safety education and training programs to address individual workplace health & safety issues.
- Directs and liaises with educational institutions, community organizations, non-profit organizations, employers, associations, unions, and other bodies both territorially and nationally, to establish and promote effective relationships.

- Identifies emerging trends in workplace health and safety issues, and uses this information to design and modify safety education programs.
- Performs and reviews field audits in conjunction with the Safe Advantage program and Go Safe program.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of *Safety Acts and Regulations*, industry standards, and other related acts, codes, and regulations;
- Knowledge of investigative principles and procedures;
- 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 and construction, municipal operations);
- Ability to conduct investigations (fatality and dangerous occurrences);
- Excellent interpersonal skills to establish and promote effective relationships between individuals and/or groups to resolve conflicts and reach amicable and practical decisions for workplace health and safety;
- Strong supervisory, coaching, and leadership skills;
- Strong oral and written communication skills;
- Diplomacy and negotiation skills;
- Excellent computer skills (word processing, spreadsheets and presentation software);
- Ability to work independently and as part of a team;
- Ability to function well in multi-cultural environments; and
- Holds a valid class 5 drivers licence.

Typically, the above qualifications would be attained by:

A related two-year Post-Secondary Diploma and the Canadian Registered Safety Professional (CRSP) designation, combined with a minimum of 5 years of progressively related experience working in an industrial health and safety field, which includes a minimum of 2 years of supervisory experience in a health and safety field.

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 (i.e. loose gravel, snow)
- Climbing ladders, stairs, working at heights
- Required to wear personal protective equipment (PPE) 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: medium to high

Duration: Four - eight hours per day, one week per month

Intensity: High

Environmental Conditions

The incumbent is required to work in outside weather conditions, and exposure to hazardous substances, toxic fumes, heights, confined spaces, high noise levels, and full body vibrations. The position requires travel by air (commercial and small charter) and vehicle.

Frequency: medium to high

Duration: Four - eight hours per day, one week per month

Intensity: High

Sensory Demands

All senses are required when performing fieldwork as poor judgement could prove to be fatal.

Frequency: medium

Duration: Four - eight hours per day, one week per month

Intensity: Very high

Mental Demands

This position requires critical decision making on issues affecting the health and safety of others. Decisions have economic and social impacts on individuals and companies, and include fatality investigations and recommendations for prosecutions.

Frequency: daily

Duration: Continuous, part of job function

Intensity: Medium to extremely high

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 (check one)

- Not required
- Bilingual required (state language): _____

CERTIFICATION

Title: Supervisor, Industrial Safety

Position Number(s): 97-9859

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