



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: REGIONAL HEALTH AND SAFETY ADVISOR
Job Code: EXCLUDED - Occupational Health Safety Advisor, EA5473
Job ID: 17662

Purpose of Position:

To prepare, promote, organize and conduct a range of activities related to the occupational health and safety (OH&S) program within the region. To assist ministries in ensuring work is performed in a safe and healthy manner and in compliance with relevant legislation, policies and procedures.

Duties/Responsibilities:

Within the governments enterprise wide service delivery model, the position:

1. Provides advice, technical assistance and expertise to managers, supervisors, workers, HR business units and the Joint Health and Safety Committee system to assist the region to maintain legislative requirements and resolve OH&S concerns.
2. Provides advice, education, guidance and monitoring services to contract administrators in relation to OH&S contract issues, including but not limited to, assisting in the preparation of ministry contract documents to ensure OH&S concerns are properly addressed, formally evaluating the OH&S component of RFP/RFQs conducting the OH&S segment of the contract pre-start meetings and supporting contract administrators or ministry staff in regards to monitoring contractor/service provider safety related performance.
3. Conducts and/or coordinates hazard assessments to support compliance with ministry policies, programs and legislative requirements. Responds immediately to work refusals, work stoppages and provides health and safety advice and interpretation to ministry management to comply with Ministry of Labour (MOL) orders. Assist managers to fulfill the employers obligations to perform investigations and notifications as outlined in the OH&S Act and works with/assists MOL, police and other authorities in critical/fatal injury investigations.
4. Participates in, provides and/or coordinates education and/or training in OH&S to all employees where prescribed or outlined in ministry OH&S programs and legislation. Develops, recommends, delivers and maintains programs to meet local needs as required.
5. Implements a proactive approach to accident prevention by reviewing regional accident statistics, analysing trends, monitoring workplaces and conducting accident investigations to provide remedial recommendations. Provides input for the identification, development and review of OH&S programs to improve overall program efficiency and effectiveness.
6. Works with the Regional Health and Safety Consultant to provides general guidance to ministry staff related to ergonomics and industrial hygiene issues by conducting assessments/investigations, providing remedial recommendations and identifying the need for more expert assessments as necessary. As required, provides advice, technical assistance and expertise to other government agencies within the region regarding a range of OH&S issues, policies and procedures.
7. Participates in providing OH&S input into the development and maintenance of an emergency management plan in the region that will address associated workplace emergencies such as fire, flood, bomb threat, earthquake, first aid/AED, etc. Maintains liaison with outside agencies such as the Fire Marshalls Office, landlords and ORC/Profac and municipal agents to ensure advice is consistent with local by-laws, contractual agreements and legislation.

Knowledge:

Job requires knowledge of the OH&S Act and regulations, pertinent sections of other relevant federal and provincial legislation and codes (e.g. Workplace Safety and Insurance Act, Transportation of Dangerous Goods, Building Code, Fire Code, etc.), related standards (e.g. Canadian Standards Association, Electrical Utilities Safety Association, etc.), policies and industry best practices to organize and conduct regional OH&S program activities by: assessing local OH&S program needs; providing health and safety advice and services to managers and staff on OH&S legislation, requirements and procedures; developing and delivering specialized programs/activities to meet local needs; responding to work refusals; and determining compliance requirements. Job requires knowledge of accident investigation and prevention

theories and their application to OPS work operations to conduct workplace and accident investigations, interview management and workers and assist MOL and other authorities with critical/fatal investigations. Job requires knowledge of ergonomics, safety, industrial hygiene, occupational illnesses, and Employment Accommodation and Return to Work/employment policy/guidelines/case management. To conduct workplace hazard assessments and advise on prevention strategies and return to work and employment accommodation procedures. Job requires training in first aid/AED and acting as back up for the first aid room. Job requires knowledge of OPS work operations and equipment to identify possible hazardous situations, identify training needs and prepare and conduct training programs. Job requires knowledge of computer software programs such as Microsoft (Word, Power Point, Excel, Access), Teams/WIN, Internet access, electronic mail to produce reports, correspondence, charts and presentation materials and research, input and access information systems and documents.

Skills:

Job requires analytical skills to conduct investigations of workplace accidents including accidents leading to fatal and critical injuries. Job requires carrying out workplace and equipment inspections and interviewing workers and managers; conducting hazard assessments; and reviewing and making recommendations on health and safety practices and compliance with MOL work orders. Job requires analytical and problem solving skills to identify OH&S hazards, develop/recommend controls options and gather information. Job requires analytical and evaluative skills to explain and apply health and safety legislation, standards and industry best practices, assess compliance and recommend control strategies and prevention programs; review and assess regional training needs; and determine approach and response to work stoppages and refusals. Job requires investigating and determining probable causes of accidents and health and safety issues by assessing against applicable legislation, standards and best practices. Job requires analyzing local accident statistics and trends, monitoring workplaces and conducting accident investigations to implement prevention controls. Job requires planning and organizing skills to coordinate own activities and priorities with those of regional staff, provide OH&S input to business plans to meet program requirements in a large geographic area and ensure investigations and reports meet required legislative and operational timeframes. Job requires oral communication skills to interview employees and management staff, provide information and advice to clients on the intent of OH&S legislation, regulations and ministry policies and practices, discuss compliance issues with managers and contractors, advise and clarify compliance requirements with OH&S service contractors and present training materials to staff/management. Job requires written communication skills to gather and present information/reports on accident investigations and hazard assessments; develop training materials; and prepare/document input for the development of regional OH&S priorities. Job requires interpersonal skills to promote acceptance of OH&S programs, assist workplace parties in resolving confrontations/disputes related to work refusals/ and support compliance with OHS Act and regulations.

Freedom of Action:

Job requires working within the scope of relevant provincial and federal acts and regulations (e.g. OH&S Act and regulations, Workplace Safety and Insurance Act, Freedom of Information and Protection of Privacy Act, Collective Agreements, Human Rights Code) and within overall ministry and program business plans and administrative policies, procedures and practices. Job requires conducting workplace and accident assessments and investigations in order to determine compliance/non compliance with legislation and safety practices by assessing intent of and interpreting legislation/regulations and ministry standards and policies. Job requires determining the economical impact of decisions on work operations (e.g. recommending/taking action to implement a safety control measures due to a perceived hazard). Job requires decision making in determining program and training requirements, determining compliance requirements with MOL orders and recommending corrective and proactive measures to deal with workplace safety issues. Work is performed independently and often remote from the office and is subject to review by the manager for adherence to legislative and ministry policy/procedural requirements. Job requires referring problems/situations that are outside accepted policies/standards and unique or unusual operational issues to the Team Lead, Regional OHS Consultant or manager as appropriate.