

**Job Class Profile: Occupational Health and Safety Consultant****Pay Level: CG-40 Point Band: 916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	7	3	5	5	6	6	2	4	
Points	280	117	19	24	150	130	124	43	43	930

**JOB SUMMARY**

The Occupational Health and Safety Consultant performs advanced professional work in providing advice on compliance and technical health and safety issues across all sectors in the province. Work involves ensuring consistent enforcement of Occupational Health and Safety Act and Regulations; ensures thoroughness and consistency of Occupational Health and Safety investigations; recommends alternatives to improve overall efficiency of divisional operations and to clarify any safety concerns from external stakeholders.

**Key and Periodic Activities**

- Provides expert and professional advice on compliance and technical health and safety issues covering various industries and sectors including Construction, Forestry, Fishing, Retail/Manufacturing, Health Care, Mining and Industrial Hygiene.
- Monitors completeness and consistency in investigations conducted by reviewing investigations performed and ensures consistency of inspections by reviewing random inspections and participating in field inspections.
- Evaluates and implements new technologies, processes and standards with respect to Occupational Health and Safety Act and Regulations.
- Oversees and participates in training and orientation of field staff.
- Develops, implements, monitors and maintains guidelines for the division and stakeholders regarding enforcement of the Occupational Health and Safety Act and Regulations as well as accepted industry standards.
- Responds to inquiries, internally and externally.
- Develops and conducts presentations within the department and to the public.
- Conducts investigations of workplace incidents (externally as part of enforcement under the Occupational Health and Safety Act and Regulations).
- Contributes to the development of National Occupational Health and Safety training programs with other provincial and federal jurisdictions.
- Reviews and recommends purchase of various computer software and hardware.
- Assists in the development of and drafts policies and procedures arising from or relating to investigations and inspection protocols.
- Reviews external training provider's curriculum for applicability of providing training to staff.

**SKILL****Knowledge****General and Specific Knowledge:**

- Occupational Health and Safety Act and Regulations.
- Industry specific sectors including Construction, Forestry, Fishing, Retail/Manufacturing, Health Care, Mining and Industrial Hygiene.
- Departmental policies and procedures.
- Investigative techniques.

**Formal Education and/or Certification(s):**

- Minimum: 3 Year Diploma in a recognized Occupational Health and Safety Program or Safety Engineering Technology. Certified as a Canadian Registered Safety Professional (CRSP).

**Years of Experience:**

- Minimum: 5 + years of experience in the Occupational Health and Safety field.

**Competencies:**

- Computer skills.
- Report writing skills.
- Research skills.
- Presentation skills.
- Multi-tasking abilities.

**Interpersonal Skills**

- A range of interpersonal skills are utilized including listening to information from other people (co-workers, supervisors, the public) regarding health and safety conditions; asking questions to gather additional information for clarification regarding health and safety conditions; after researching specific conditions, provides routine and complex information and direction to resolve the condition; promoting occupational health and safety practices; providing expert advice to employers (across all sectors) regarding compliance with legislation; developing and conducting presentations to staff and general public; and coaching/mentoring occupational health and safety staff with regards to legislation and the enforcement of related rules and regulations.
- Communications occur with employees within the immediate work area and department; supervisors and managers; the general public and professional associations and advisors. Communications are often technical in nature and require interpreting information and any related regulatory requirements to site or situational specific issues.
- The most significant contacts include supervisors or managers who have the authority to implement change within an organization; professional advisors in specific industries or sectors (i.e. subject matter experts); and professional associations such as Canadian Centre for Occupational Health and Safety, Canadian Standards Association and the Canadian Society for Safety Engineering regarding current changes in legislation and possible policies and procedures which could be applicable to provincial occupational health and safety practices.

## EFFORT

### Physical Effort

- Work demands occasionally result in fatigue, requiring periods of rest.
- Lifting and moving of training materials, handouts, computers and projectors weighing up to 10 lbs., to conduct training sessions. Occasionally required to lift and move field equipment weighing up to 25 lbs.
- Work requires sitting constantly to perform computer related work. Occasionally required to drive to perform work duties and participate in field inspections with Occupational Health and Safety Officers which requires standing, walking and climbing. Hand tools and gross motor skills are required occasionally, while field equipment requires controlled movement to operate.
- Fine finger or precision work is required to operate a computer.

### Concentration

- **Visual** concentration is required to read and perform research (i.e. web pages, a variety of reports) to find answers to questions or research a particular topic related to occupational health and safety.
- **Auditory** concentration is required to listen to questions.
- Other sensory demands such as **smell and touch** may be required to identify possible workplace hazards during inspections.
- **Time pressures** exist regarding Standard Operating Procedures for investigations.
- **Deadlines** exist regarding prosecutions, report reviews and divisional work plans.
- **Interruptions** occur to answer questions/inquiries; clarification of regulations and any investigative concerns.
- **Lack of control over work pace** occurs when interruptions lead to changes in work priorities.
- **Exact results and precision** is required to provide information regarding possible prosecutions under the Occupational Health and Safety Act and Regulations. Investigation work also requires exact results and precision as well as researching information which may be used in policy development or applicable to occupational health and safety practices or procedures.

### Complexity

- Work involves a series of tasks and activities which are different/unrelated and require the use of a broad range of skills and diversity of knowledge.
- Typical challenge or problem would be to provide accurate, useful and applicable information to staff regarding occupational health and safety matters covering a variety of topics and/or sectors (i.e. fishing, forestry, retail/manufacturing, health care, construction, mining and industrial hygiene).
- References available to address typical issues or challenges include the Occupational Health and Safety Act and Regulations; established guidelines from other jurisdictions; Divisional policies and procedures as well as professional contacts in specific industries or sectors.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled as work is assigned by a manager to be completed independently.
- Independent decisions can be made regarding small scale office supplies and to recommend the purchase of various computer software or hardware. Work involves ensuring thoroughness and consistency of Occupational Health and Safety investigations conducted by staff within the division.
- Supervisory approval is required for large office purchases; changes to policies or procedures and travel. Work involves reviewing existing policies and procedures and recommending changes if required which can impact how work is performed internally and externally.
- Discretion is exercised within predetermined limits to maintain the confidentiality of certain files and to institute certain programs or procedures which benefit the division (i.e. Officer's Toolbox – a compilation of all necessary forms and standards required by an Occupational Health and Safety Officer to complete work tasks).
- Policy and procedure guidelines exist for daily operations and are referenced when dealing with an issue which has no clear or definitive solution.
- A high degree of independent discretion and judgement is exercised to determine if a workplace inspection or investigation, which revealed non-compliance with the Occupational Health and Safety Act and Regulations, should be forwarded for prosecution or review for possible charges.

### **Impact**

- Results of job tasks and activities are directly felt within and outside the department and on customers/clients/general public impacted by the Occupational Health and Safety Act and Regulations. Work involves reviewing existing policies and procedures and recommending changes if required which can impact how work is performed internally and externally with the public (i.e. changes in investigative procedures; obtaining statements; particular enforcement strategies of the Occupational Health and Safety Act and Regulations).
- Resources impacted include processes and systems (changes in report structure and formats), information (additional information or resources to assist officers perform work duties such as results of court cases), material resources (recommending new equipment to assist officers perform work duties) and health and safety with regards to an increased awareness of employer responsibilities under the Occupational Health and Safety Act and Regulations.
- Consequences of mistakes or errors are felt within the immediate work area, department, outside the organization and on customers/clients/general public impacted by the Occupational Health and Safety Act and Regulations. Errors in judgement would need to be corrected immediately as officers may misinterpret or understand a policy, procedure or action related to the Occupational Health and Safety Act and Regulations. Correct information must then be verified and disseminated to officers. This information is often technical in nature and a high degree of accuracy and reliability is required as consequences of mistakes can be significant.
- Consequences of mistakes or errors may reduce efficiency to processes and systems; incorrect information may be provided to officers and incorrect judgement regarding health and safety may result in inappropriate enforcement of regulations which could lead to liability on behalf of government, inquiries from workers and cost to employers.
- Errors are typically identified and resolved within hours.

### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- Provides advice, guidance and on-the-job training to officers and new hires; provides in-service training to staff and acts as a technical advisor regarding all issues related to health and safety.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Special precautions are required when participating in field inspections with Occupational Health and Safety Officers.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- Fractures, injury or occupational illness resulting in partial or total disability typically does not apply.
- As a result of field inspections or conducting investigations, occasional exposure to dangerous heights or depths; wet or slippery surfaces; awkward or confining workspaces; physical dangers/hazards; heavy machinery, adverse weather conditions and travel.