

Job Class Profile: Occupational Health and Safety Officer I**Pay Level: CG-28 Point Band: 578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	3	3	3	4	3	1	4	
Points	187	67	19	14	90	87	62	21	43	590

JOB SUMMARY

The Occupational Health and Safety Officer I performs technical inspection and education work in promoting and enforcing high standards of safety for an organization. Work involves the implementation and maintenance of health, safety and environmental programs.

Key and Periodic Activities

- Develops and delivers Occupational Health and Safety training programs to staff.
- Implements and maintains a health safety and environmental program.
- Conducts Occupational Health and Safety audits and assessments.
- Enforces federal and provincial Occupational Health and Safety regulations.
- Develops safe work practices and procedures.
- Advises managers on occupational health and safety regulations and responsibilities.
- Consults with and observes outside contractors regarding renovations to ensure they are in compliance with regulations and safe work practices (i.e. ensure hard hats and boots are worn, fall arrest systems are used and barriers are put in place to control dust).
- Observes and consults with staff to ensure work is being completed safely and answers questions regarding safe work practices.
- Responds to directives issued by government agencies.
- Attends meetings regarding future work projects and the safety precautions which need to be in place before work starts.
- Types incident and daily log reports including technical reports on facility renovation projects.
- Conducts industrial hygiene related sampling assessments and environmental tests (i.e. air quality).
- Collects bulk samples for analysis (i.e. asbestos).
- Attends training to keep current regarding safety standards.
- Attends safety meetings to review safe work practices

SKILL**Knowledge**

General and Specific Knowledge:

- Occupational health and safety regulations and legislation.

Formal Education and/or Certification(s):

- Minimum: 2 or 3 Year Diploma in Safety Engineering Technology.

Years of Experience:

- Minimum: No experience required.

Competencies:

- Report writing.
- Computer skills.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information and asking questions to communicate effectively with staff regarding safety issues; providing routine and complex safety related information to staff; gaining the co-operation of others; and providing expert advice.
- Interaction occurs with employees within the immediate work area and throughout an organization as well as supervisors/managers, contractors and the general public. Responds to requests from staff regarding safety issues and investigates the nature of the request; consults with contractors on site regarding compliance with safety practices and regulations; consults with staff regarding safe work practices.
- The most significant contacts are department/site managers to discuss ongoing and future projects to ensure safety compliance; outside contractors to discuss work practices and address safety issues and staff to investigate and provide guidance on possible safety issues.

EFFORT**Physical Effort**

- Work demands do not result in fatigue, requiring periods of rest.
- Lifting and moving of safety and air quality equipment weighing less than 10 lbs., occurs occasionally.
- Sitting at a computer to write incident and daily log reports and walking throughout facilities to investigate safety issues occur regularly. Standing, climbing ladders and scaffolding, driving and working in confined or cramped positions occur occasionally.
- Fine finger or precision work is regularly required to operate a computer. Occasionally hand tools and gross motor skills are required.

Concentration

- **Visual** concentration occurs on a regular basis to review and develop safe work practices and procedures; to monitor safety devices to measure oxygen levels in confined spaces, moisture levels in building materials and asbestos, as well as to observe contractors and workers using dangerous equipment.
- **Auditory** concentration occurs regularly to listen to and discuss possible safety issues with staff.
- **Touch and smell** are used regularly as part of investigating safety issues (i.e. mould or gas).

- Time pressures exist to respond to directives from provincial Occupational Health and Safety Officers.
- **Alertness to ensure the health and safety of others** occurs constantly as work requires alertness to all possible safety hazards throughout the work environment and to observe maintenance personnel and contractors performing dangerous work on a daily basis.
- **Exact results and precision** is required to monitor air quality in hazardous environments.

Complexity

- Work tasks and activities are typically different but relate to safe work practices and procedures.
- Typical challenge would be the development of safety plans for renovation projects and identifying what precautions need to be established before work begins. Requires understanding the nature of the renovation work (i.e. mould or asbestos removal) to establish safe work practices.
- References available to address typical challenges include organizational occupational health and safety regulations and related legislation as well as managers and supervisors.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled as daily activities are conducted with minimum supervision, however, occupational health and safety regulations, acts and legislation are in place for compliance purposes. Immediate supervisor is available if need be and some monitoring is provided by Provincial Government Inspectors.
- Independently investigates possible safety issues related to renovation projects and determines the necessary course of action to correct the safety issue (i.e. calling in a contractor to remove mould from a ceiling). Able to issue stop work orders if proper safety precautions are not being followed.
- Supervisory approval is required if additional funds are required for a project than the work tender permits.

Impact

- Results of work tasks and activities are directly felt within the immediate work area, department and throughout the organization and on people affected by renovation work being performed.
- Results of work tasks and activities directly impact equipment, finances, facilities, human resources and health and safety.
- Mistakes or errors such as allowing renovation work to proceed without the proper safety procedures in place would affect people working in close proximity to the work being performed. Mistakes made in the use of proper safety procedures may lead to injuries and/or new procedures being developed and reviewed by the supervisor.
- In the event of a mistake or error, consequences are typically identified and resolved within a week.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides advice, guidance, direction and feedback to staff and contractors regarding safe work practices and occupational health and safety regulations and legislation; provides occupational health and safety training to staff.

WORKING CONDITIONS

Environmental Working Conditions

- Special precautions and the use of safety equipment may be required depending on the nature of the safety issue being investigated.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injuries resulting in partial or total disability.
- Regular exposure to dirt and dust, odours, wet/slippy surfaces, temperature extremes and sharp objects with occasional exposure to noise, fumes, chemicals, limited ventilation and lighting. Environmental working conditions vary pending the nature of the safety issue. Work may involve heights, confined spaces, trenches, hot surfaces, slippy surfaces and adverse weather conditions.