

**Job Class Profile: Occupational Health and Safety Officer II****Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	5	5	5	5	1	5	
Points	233	83	19	24	150	108	103	21	54	795

**JOB SUMMARY**

The Occupational Health and Safety Officer II performs responsible technical inspection and educational work in promoting and enforcing high standards of safety. Work involves performing inspections to assess workplace health and safety conditions ensuring compliance with provincial safety laws and regulations.

**Key and Periodic Activities**

- Performs technical inspections of industrial, commercial, construction and government operations for compliance with Occupational Health and Safety Act and related regulations including hazardous materials (i.e. asbestos, lead, silica, and dust).
- Investigates workplace accidents, fatalities, work refusals and health and safety complaints. Investigates to determine causation through root cause analysis techniques.
- Enforces Occupational Health and Safety Act and Regulations by issuing workplace directives and stop work orders.
- Recommends preventative measures to ensure workplace safety.
- Prepares detailed written reports and recommendations.
- Prepares inspection reports and maintains updated records through the Central Information System (CIS).
- Mediates disputes among management, workers and unions.
- Reviews employer generated documentation such as hazard assessments, safe work procedures, engineering/consultant reports, accident/incident investigation reports, occupational health and safety programs and safety management plans.
- Responds to inquiries for information and interpretation of legislated requirements for employers, employees and the general public.
- Participates in the orientation and training of Occupational Health and Safety Officer I positions.
- Prepares files and consults with crown attorneys and appropriate personnel regarding court related activities.
- Conducts presentations regarding Occupational Health and Safety and Safe Work practices.
- Attends Occupational Health and Safety meetings.

## SKILL

Knowledge
<p>General and Specific Knowledge</p> <ul style="list-style-type: none"> <li>— Knowledge of Occupational Health and Safety Act and related regulations.</li> <li>— Knowledge of inspection and investigation procedures.</li> <li>— Knowledge of building codes.</li> <li>— Knowledge of industry sectors including mining, forestry, fishing, health care and manufacturing.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: 3 year Diploma in Safety Engineering Technology or Engineering Technology.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 4 – 5 years of experience.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Ability to write inspection and investigation reports.</li> <li>— Ability to operate technical equipment such as noise meters, gas monitoring equipment, moisture level and light meters.</li> </ul>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are utilized including listening to information from others regarding workplace accidents, fatalities, work refusals and health and safety complaints and asking questions to gain additional information; providing routine information and direction regarding safe work practices and occupational health and safety regulations and legislation; gaining the co-operation of others to comply with work orders; promoting safe work practices; resolving disputes among management, workers and unions regarding potentially unsafe working conditions and dealing with upset or angry employers, contractors, etc., regarding investigations or stop work orders.</li> <li>— Communications occur with employees within the immediate work area, department and organization, contractors, employers, supervisors and site managers.</li> <li>— The most significant contacts are co-workers to exchange expertise in a particular area; supervisors and managers regarding daily work tasks and providing updates on any investigations or inspections; and the general public in terms of employers, contractors and building owners regarding occupational health and safety legislation, regulations and safe work practices.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— Work demands occasionally result in fatigue, requiring periods of rest.</li> <li>— Lifting and moving occupational health and safety related equipment weighing up to 10 lbs., occurs occasionally when completing inspections or investigations.</li> <li>— Sitting, standing, walking and driving occur regularly to perform work duties and tasks. Sitting at a computer is required to write inspection and investigation reports, update records and to review employer documentation related to occupational health and safety programs and safety</li> </ul>

management plans. Driving, walking and standing are required to perform workplace inspections and investigations.

- Climbing on ladders and scaffolding and working in awkward or cramped spaces such as ceilings and crawl spaces (requiring bending, stretching and kneeling) occurs occasionally during inspections and investigations.
- Fine finger or precision work is required on a regular basis to type inspection and investigation reports.

### Concentration

- **Visual** concentration is required to identify hazards during an inspection to ensure the health and safety of others; to type inspection and investigation reports on a computer; observe workers to ensure safe work practices and to drive to and from workplaces to conduct investigations and inspections.
- **Auditory** concentration is regularly required as work tasks and duties are often performed in noisy work environments such as construction sites and around heavy equipment; to test the adequacy of alarm levels; to evaluate equipment for noise levels and frequency ranges which may indicate equipment malfunction and to listen to and answer questions regarding safe work practices.
- Other sensory demands such as **smell**, is utilized during workplace inspections to identify the presence of gases, chemicals or mould. **Touch** is utilized to assess suspect materials and detect air movement, sharp edges and vibration in equipment.
- **Repetition requiring alertness** is evident when performing similar tasks in different workplaces (i.e. abatement inspections) require alertness to accurately assess each situation.
- **A high level of attentiveness or alertness for the health and safety of others** exists when conducting compliance inspections or workplace investigations. Inspections/investigations often take place in unfamiliar work places and involve unfamiliar work processes and require constant observation of the workplace for safety hazards.
- **Time pressures and deadlines** exist as reports have to be submitted monthly or when required for legal purposes and investigations of workplace accidents, complaints or work refusals need to be completed as soon as possible. **Interruptions** occur when required to conduct a workplace accident or investigation.
- **Lack of control over work pace** occurs when activities occur simultaneously, for example, a complaint or accident may occur while an inspection is taking place and reports must be submitted on time. Work tasks may have to be re-organized in order to deal with the most pressing issue.
- **Eye/hand co-ordination** is required to type reports; using equipment such as gas monitors and noise meters and to drive to and from workplaces to conduct inspections and investigations.
- **Exact results and precision** is required when issuing workplace directives to an employer to ensure compliance with Occupational Health and Safety legislation and to prevent accidents from occurring; when evaluating height measurements and testing for noise, light, distance, temperature or gas detection and for maintaining the integrity of inspection and investigation information which may be used during legal proceedings.

### Complexity

- Work tasks and activities are typically different but relate to safe work practices and

procedures, workplace inspections and investigations and issuing workplace directives as a result of inspections and related follow up to ensure compliance.

- Workplace inspections occur in a variety of workplaces and situations which may require simple solutions or may require issues to be defined and solutions found to ensure safety and legislative compliance.
- When addressing workplace inspections and investigations, many references are available including the Occupational Health and Safety Act and Regulations, Canadian Standards Association (CSA) and American National Standards Institute (ANSI) standards, American Conference of Governmental Industrial Hygienist (ACGIH) guidelines, First Aid/WHMIS regulations, industry standards, codes of practice, technical and operating manuals and advice from co-workers and managers.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled with independence and initiative being utilized to perform daily tasks with minimal supervision.
- Independent decisions are made regarding workplace orders including issuing and lifting stop work orders (could include complete shut down of an operation, project or business); determining if working conditions are safe; ensuring adequate sampling methodologies are used; to remove malfunctioning equipment from the work site until repaired or replaced; scheduling inspections and recommending legal action where appropriate. Purchasing decisions related to small items necessary for the performance of duties can also be made.
- Decisions requiring supervisory approval, include travel, expense claim and overtime approvals; large purchases of testing equipment or vehicles.
- Discretion is exercised when determining which workplaces are to be inspected; what orders to be issued as a result of an inspection (based on Occupational Health and Safety legislation and regulations) and when to recommend legal action.
- All inspection work requires a high degree of independent discretion and judgement as most inspections are done individually to ensure workplace safety with minimal amount of disturbance to the employer. Works with employers to set timelines for compliance and monitor the situation to ensure orders are implemented.

### Impact

- Results of job tasks and activities are directly felt within the immediate work area, department and outside the organization.
- Resources impacted include equipment, work processes and systems, information, finances, facilities, material and human resources, health and safety and corporate image. Workplace inspections could lead to stop work orders which could effectively close a business, therefore, affecting all aspects of that business. Results of job tasks and activities ultimately result in safe work practices and environments.
- Errors or mistakes could result in adverse effects on the health and safety of employees or financial impacts on businesses. For example, if a work environment was determined to be safe but unidentified hazards exist, this could lead to workplace accidents involving injuries or fatalities. Vice versa, if safe work practices were deemed unsafe, this could cause unnecessary

expenses to employers.

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

- Not responsible for the supervision of staff.
- May provide on-the-job-advice/guidance, feedback and training to lower level Occupational Health and Safety Officers by taking them to workplaces to observe inspections and investigations. Advice is also provided to other Occupational Health and Safety Officers based on areas of expertise (i.e. hazardous materials).

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- Personal protective equipment and special precautions are required when performing workplace inspections and investigations including hard hats, respirators and safety boots, glasses, vest and fall arrest harnesses.
- Limited likelihood of minor cuts, bruises, abrasions, illnesses, fractures or injury/illness resulting in partial or total disability.
- Workplace inspections and investigations take place in a variety of work environments which could lead to exposure to a variety of working conditions including noise, dirt and dust, fumes, odours, limited ventilation and/or lighting, chemicals, heights, slippery conditions, awkward work spaces, sharp objects and machinery.