

Job Class Profile: Occupational Health and Safety Officer III**Pay Level: CG-37 Point Band: 814-847**

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	6	2	5	
Points	233	83	19	24	150	108	124	43	54	838

JOB SUMMARY

The Occupational Health and Safety Officer III is responsible for planning, developing and ensuring implementation of occupational health and safety programs related to specific industry sectors (Construction, Retail, Mining, Health Care, Forestry and Fishing) which are consistent with divisional goals and objectives while providing direction and interpretation on the application of legislation. Performs through the use of a computerized inspection system, complex and complete inspections of industry specific operations to assess workplace health and safety conditions. Investigates workplace accidents and fatalities; recommends preventative measures and courses of action concerning safety violations and issues directives to ensure implementation of such courses of action and makes recommendations regarding the prosecution of individuals and organizations who contravene Occupational Health and Safety legislation. While primary responsibility is for specific industry sectors, inspections can occur throughout all industry sectors in the province.

Key and Periodic Activities

- Inspects and oversees the inspection of industry specific operations (construction, retail, mining, health care, forestry and fishing) to identify, assess and take/recommend remedial action to ensure appropriate workplace health and safety conditions and practices as identified in Occupational Health and Safety legislation.
- Issues reports, which may include directives and stop work orders where imminent danger is present, to management to take remedial action where problems of safety or health exist.
- Ensures that remedial action has been taken through follow up.
- Recommends legal action where appropriate.
- Investigates and oversees the investigations of accidents which result in injury and/or fatality, or where there was a potential for injury or fatality resulting from industry specific accidents to ensure that these are carried out in a consistent and comprehensive manner.
- Ensures that the appropriate remedial actions or recommendations to prevent reoccurrence are implemented through the use of root cause analysis techniques.
- Analyzes WHSCC accident statistics to determine trends in industry sectors and priority employers which may result in specific initiatives in the sector to improve compliance with the Occupational Health and Safety Act and Regulations.
- Investigates and oversees the investigation of complaints received concerning industry specific

Key and Periodic Activities

- operations regarding violations of the Occupational Health and Safety Act and Regulations.
- Investigates and oversees the investigation of work refusals and makes recommendations to the workers and employer based on findings.
- Interviews individuals concerned to clarify the issue.
- Mediates between management, workers and union to determine an acceptable solution.
- Issues directives to resolve the matter when necessary.
- Responds to inquiries from employers, unions, governments, professional firms (i.e. law, engineering and medical), Health and Safety agencies, consultants and the public on occupational health and related matters.
- Conducts presentations to management, organized labour, other government departments, professional associations and interested parties on topics related to Occupational Health and Safety.
- Maintains professional qualifications through review of all related literature, professional contact, participation in conferences and educational sessions and maintains awareness of current developments in the field of Occupational Health and Safety and related issues through research.
- Prepares reports and recommendations on all inspections and investigations for government, industry management personnel, RCMP, Royal Newfoundland Constabulary and the Department of Justice.
- Develops and maintains effective working relationships with Provincial and Federal enforcement agencies.
- Oversees and participates in the orientation, training and mentoring of lower level Occupational Health and Safety Officer positions.
- Prepares training materials and conducts staff training. Prepares and presents to employers, employees, special interest groups and organizations to improve health and safety in sector workplaces.
- Consults with Crown Attorney and Divisional Prosecution Committee; provides recommendations on charges and appropriate penalties for offences.
- Conducts general inspections in all sectors periodically as directed by the manager or as observed by the officer in the field.
- Prepares and conducts educational sessions and lectures by developing content material relating to accident prevention and loss control management.
- Acts as a liaison between the Workplace Health and Safety Inspections and the Workplace Health, Safety and Compensation Commission.
- Acts as a crown witness; prepares legal documents such as subpoenas and summons.
- Prepares documents for publication, participates in legislative review committees and recommends updates and revisions to legislation.
- Represents the division on sector safety associations and advisory committees.

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

- Occupational Health and Safety legislation and regulations.
- Industry specific sectors including mining, forestry, fishing, health care and manufacturing.
- Hazard recognition and control.
- Departmental policies and procedures.
- Ergonomics, Industrial Hygiene, Hazardous Materials, Fire and Safety, Construction, Infection Control, Confined Space Entry, Working at Heights and general safety.
- Interviewing techniques and evidence collection.

Formal Education and/or Certification(s):

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

Years of Experience:

- Minimum: 4 – 5 years of experience.

Competencies:

- Report writing.
- Ability to operate a variety of Occupational Health and Safety testing equipment.
- Computer skills.

Interpersonal Skills

- 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; providing expert advice on industry specific occupational health and safety issues; 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.
- Work requires the ability to listen to occupational health and safety concerns and offer the correct response (i.e. explaining workplace occupational health and safety directives to an employer which may cost the employer money to implement the directives).
- Communications occur with employees within the immediate work area, department and organization; contractors; professional advisors from industry associations (subject matter experts); representatives from Workplace Health and Safety Compensation Commission; employers and supervisors and site managers.
- The most significant contacts are co-workers to exchange expertise in a particular industry sector; supervisors and managers to provide industry sector specific advice and input; and industry specific employers regarding occupational health and safety legislation, regulations, safe work practices, inspections and investigations.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands occasionally result in fatigue, requiring periods of rest. — Lifting and carrying health and safety testing equipment weighing less than 10 lbs., occurs regularly, while occasionally required to lift and move equipment weighing between 10 to 25 lbs. — Sitting, standing, walking and driving occur regularly as sitting is required to type inspection and investigation reports; standing and walking while conducting inspections and investigations and driving to and from work sites. Occasionally required to work in awkward or cramped spaces such as ceilings or crawl spaces or climb ladders and scaffolding. — Manual or physical activities including fine finger or precision work (i.e. typing reports); utilizing health and safety testing equipment during inspections and maintaining balance when working in awkward spaces or heights occur regularly.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required as attention to detail is vital when performing inspections and investigations as well as observing work activities for procedures which may endanger worker safety or the safety of others in the workplace. Also required to type reports and to operate motor vehicles. — Auditory concentration is required to determine adequacy for alarm levels; to evaluate equipment for noise level and frequency ranges which may indicate malfunction and when discussing safety procedures with workers and managers in noisy work sites (i.e. construction sites). — Other sensory demands such as smell to detect chemical or gas exposure; touch to test for air movement, sharp edges, equipment wear and vibration. — Repetition requiring alertness refers to being aware of hazards at workplaces during inspections. — A high level of attentiveness and alertness for the health and safety of others is required when conducting compliance inspections or investigations of a workplace (including business processes) which may be unfamiliar. — Time pressures exist to complete workplace inspections and investigations in a timely manner. — Deadlines exist for accident investigations and possibly court activity and to follow-up on inspections to ensure directives and stop work orders have been complied with. — 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. — Eye/hand co-ordination is required to use computers for reports, audio visual equipment for presentations and to use health and safety testing equipment. — Exact results and precision is required when evaluating hazards by measuring heights, noise and light levels; gas detection and temperature ranges as well as dust, moisture and hazardous material sampling.
Complexity
<ul style="list-style-type: none"> — Work tasks and activities are typically different but relate to safe work practices and procedures, workplace inspections and investigations, to ensure compliance with occupational

health and safety legislation, 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. Informing employers about the benefits of safe work practices (no lost time due to injuries/claims, lost production, etc.) and ensuring compliance with legislation and regulations are typical challenges.
- When addressing workplace inspections and investigations, many references are available including the Occupational Health and Safety Act and Regulations, Canadian Standards Association and American National Standards Institute standards, American Conference of Governmental Industrial Hygienists 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 as all inspection and investigation work is governed by Occupational Health and Safety legislation.
- Independent decisions are made regarding work schedule including travel for inspections and investigations (including overtime); workplace orders and directives including issuing stop work orders; determining if working conditions are safe; 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 travelling out of province; expense claim approvals; large purchases of office and occupational health and safety testing equipment or vehicles and re-assignment of staff due to shortages.
- Discretion and judgment are utilized to set annual goals and provide resources as well as to conduct workplace inspections and investigations. Minimal daily supervision is required as initiative is exercised to schedule routine work including workplace safety presentations. Work involves determining who is to be inspected and when, as well as the scope of inspections including issues to be ordered with respect to non-compliant situations.
- All inspection work requires a high degree of independent discretion and judgement including working with employers to set timelines for compliance and monitor the results to ensure work orders are closed in a timely manner.

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. Any provincially regulated employer can be inspected.
- Mistakes within health and safety inspections can have physical implications as unidentified

hazards can cause accidents, fatalities and/or lost time for the business/employer. These types of mistakes could negatively impact the department image.

- Mistakes could have significant financial and human resource implications for employers such as loss of revenue, unnecessary expenditures for equipment or services and potential lay-off of employees may result. Any mistakes made could result in liability for Government.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides technical advice, guidance, feedback and acts as a technical mentor to lower level Occupational Health and Safety Officers. Provides formal training sessions to divisional staff on industry specific initiatives and issues and provides advice on sector trends, legislation amendments and additions. Acts as a subject matter expert for specific industry sectors.

WORKING CONDITIONS

Environmental Working Conditions

- Standard personal protective equipment consisting of hard hat, safety glasses, safety footwear and high visibility vest are worn when inspecting or investigating workplaces. Respirators, cover-alls/tyvek suits, life jackets, fall protection harnesses and life lines may be used in some situations. Depending on the nature of inspections/investigations, special precautions are followed (i.e. infection control, hazardous energy control).
- Moderate likelihood of minor cuts, bruises, abrasions or minor illnesses with limited likelihood of fractures or injuries/occupational 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.