



The WSCC is committed to an environment free of discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

The Supervisor position is located in Iqaluit, NU and reports to the Chief Inspector/Safety Officer (Chief). This position is appointed as an Inspector under the *Mine Health and Safety Acts* and *Explosives Use Acts* and as a Safety Officer under the *Safety Acts*. The position directly contributes to the WSCC's vision, mission and values by promoting worker health and safety in the NT and NU through education and awareness for compliance requirements and when required enforcement of the *Acts and Regulations*.

The *Acts* and *Regulations* give the Safety Officer/Inspector the legislative authority to enter worksites to assess compliance with the *Acts & Regs*, to conduct inspections and investigate dangerous occurrences, serious injuries or fatalities, work refusals and employee claims of discrimination.

The Safety Officer/Inspector uses communication, diplomacy skills and knowledge to coach or guide employers and workers toward improving their Internal Responsibility System (IRS) and that best practices are being followed. The Safety Officer/Inspector must take action to protect workers using his/her regulatory authorities when the IRS is not working.

The Supervisor has discretionary powers to make decisions in the field that consistently follow the *Acts & Regs*. These discretionary powers come with a high level of responsibility as regulatory actions can have major impact on worker health and safety, the environment, financially, and property which can be appealed to the Chief.

The Supervisor plans, conducts, and follows up on work site inspections to ensure adherence to the *Acts & Regs*, and issues directions for employers for non-compliance to the *Acts or Regulations*.

This position is the Project Lead on enforcement initiatives to reduce workplace injuries, analyzes policy issues that arise from enforcement activities, and prepares recommendation reports with authoritative advice for the Chief. The Supervisor's enforcement decisions have a direct impact on working conditions and worker safety, and reflect the integrity of the WSCC.

The Supervisor may represent the WSCC on various National Standards sitting agencies, industry associations, and stakeholder panels, and liaise with other government and inter-jurisdictional agencies in Canada.

The Supervisor orients and mentors new hires, and provides guidance to the Safety Officers/Inspectors on topics such as inspections, investigative protocols, duty travel, and community engagements.

The Supervisor assists the Chief to establish unit goals and objectives, and participates in budget exercises, as required.

## **DIMENSIONS:**

Operating budget is as follows:

- Compensation & Benefits \$ 600,000.00
- Operations & Maintenance \$ 300,000.00
- \$10,000 signing authority

## **Direct Report:**

- 1 Senior Safety Officers
- 2 Safety Officers
- 1 Mines Engineer Safety Inspector
- 2 Junior Safety Officers

## **RESPONSIBILITIES**

### **1. Administer and enforce the *NT and NU Acts and Regulations***

- Conduct worksite inspections, makes assessments, reviews and evaluates Occupational Health and Safety Programs.
- Lead and direct education and awareness for compliance requirements to promote the internal responsibility system and when required enforcement of the *Acts and Regulations*.
- Lead and direct investigations of worksite incidents of a serious nature (including fatalities), dangerous occurrences, liaises with other agencies as required (i.e. RCMP, Coroner, Federal Inspector, media), and recommends to the Chief enforcement strategy including prosecution.
- Investigate and use professional judgment to issue written directions to employers and document notice-of-danger at worksites, and rules on right to refuse work cases in accordance with the legislation.
- Lead or oversee project teams to identify, develop and educate stakeholders on the implementation of best practices to reduce the frequency of worksite incidents and injuries.
- Evaluate OHS tools and methods and makes recommendation for modification to existing assessment tools to ensure appropriate use in different industrial sectors.
- Provide information, and interpretation on OHS best practices, and legislation.
- Make enforcement decisions, prepares reports, and provides interpretation related to the *Acts and Regulations*.
- Direct the implementation of corrective measures to ensure compliance with the legislation.
- Act as a subject matter expert in the review and development of Codes of Practice.
- Perform on call duties as scheduled and responds to emergencies as directed by the Chief.

## **2. Supervision and Planning of staff and resources in the NU.**

### **Supervision**

- Monitor workloads and file management to ensure a fair distribution of work, and timely execution of functions.
- Establish Safety Officers/Inspectors' work plans for Consultations and enforcement for alignment with the WSCC Strategy plan and unit goals and objectives.
- Oversee the development and delivery of "Block" Training for all Safety Inspectors.
- Manage staff performance in accordance with the WSCC's Performance Management Program.
- Develop and utilize appropriate quality assurance mechanisms and performance standards to monitor, track, and report achievement of unit work plans.
- Approves, reports, and monitors leave and attendance.
- Effectively communicates important issues brought forward by Senior Management and/or Manager's Team.
- Participate as part of the recruitment team for new hires and organizes orientation of new staff.
- Review and amend job descriptions, as required.
- Coach and support Safety Inspectors identifying competency requirements and creates a continuous learning environment, consistency in service excellence and succession planning.
- Labour relations management, as required.
- Ensure staff compliance with WSCC policies and procedures.
- Develop, conduct and monitor performance measurements and evaluations, ensuring individual goals and objectives are stated and met.
- Ensure Mines Engineers and Inspectors review all Mine Certification, Variances, Permits, and Explosive, that they are actioned appropriately, and are made available for the Chief.
- Act on behalf of the Chief in their absence, as required.

### **Planning**

- Review Directed Service criteria and recommends changes or additions of leading indicators.
- Develop work plan schedules based on directed service, strategy planning and goals taking into account resources, skills, competency, prioritization of actives and budget.
- Incorporate cross training and cross functional activates within WSCC departments (communication, employer service) into planning.
- Communicate work plans throughout all business units within WSCC, as required.

## **3. Consultation and Collaboration.**

- Make recommendation for OHS education and training programs.
- Direct and liaise with educational institutions, community organizations, non-profit organizations, employers, associations, unions, and other bodies both territorially and nationally, to establish and promote effective relationships.

- Identify emerging trends to workplace health and safety issues, and uses this information to assist employers in updating their Safety Management Systems (SMS) for the implementation of their Internal Responsibility System (IRS).
- Promote establishment of leading indicators for the reduction of injury frequency and severity.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated management and leadership experience, including skills to lead, plan, coordinate, and complete complex and concurrent projects independently or in a team, within time and resource constraints, while monitoring progress and evaluating results
- In-Depth knowledge of and proven ability to apply *Acts & Regs*, standards, and other related acts, codes and regulations of the NT and NU
- Broad knowledge of investigative principles, procedures, and prosecutions
- Extensive knowledge and understanding of safety management systems, audit and inspections processes, and a general understanding in a variety of health and safety areas such as workplace inspections, Occupational Health & Safety committees, personal protective equipment, and emergency measures
- Experience in a variety of industry sectors (i.e. mining, processing industries, mechanical workshops, health care, trucking and construction, municipal operations)
- Ability to conduct investigations (fatality and dangerous occurrences)
- Excellent interpersonal skills to establish and promote effective relationships between individuals and/or groups to resolve conflicts and reach amicable and practical decisions for workplace health and safety
- Demonstrated knowledge and understanding of regulatory enforcement
- Demonstrated understanding of law reform/regulatory review processes
- Excellent negotiations/facilitation skills
- Excellent written and verbal communications skills
- Demonstrated experience assisting in developing work plans that align with the corporate strategic plans that includes management and evaluation of the work plan
- Demonstrated experience in managing departmental budgets
- Excellent interpersonal skills and conflict resolution skills including the ability to maintain confidentiality, political sensitivity, self-confidence, and tact and diplomacy are critical
- Excellent planning, analytical, research, and project management skills
- Ability to work in an environment with constantly changing priorities. This includes the ability to assess and constantly evaluate priorities
- Excellent time management, planning and organizational skills
- An understanding of the workers' compensation principles
- Ability to function well in a cross cultural environment
- Ability to analyze, research and interpret legislation and standards as they apply to various industries and or work practices
- Working knowledge of computer software including common applications such as Word, Excel, Outlook and PowerPoint

- A valid class 5 driver's license for the NU

**Typically, the above qualifications would be attained by:**

Completion of an Occupational Health and Safety degree or a certificate from a recognized institution or equivalent and a Canadian Registered Safety Professional (CRSP) designation, OR A degree in Engineering or Applied Science and a Professional Engineering (P. Eng) designation, with a minimum 5 years progressively related experience working in an OHS field in industry and/or mining/exploration, and minimum 5 years recent progressive supervisory experience. A valid class 5 driver's licence is required.

**WORKING CONDITIONS**

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

**Physical Demands**

The incumbent typically works in the office environment and visits external work sites, communities, and mining/exploration sites on a weekly basis

- Walking on uneven surfaces during inspections (i.e. loose gravel, snow),
- Climbing ladders, stairs,
- Required to wear personal protective equipment (PPE) during inspections (i.e. footwear, safety glasses, hard hat, and hearing protection)
- Must be able to wear additional PPE when required (i.e. fall arrest gear, respirator)

**Frequency:** medium to high

**Duration:** four – eight hours per day, one week per month

**Intensity:** high

**Environmental Conditions**

The incumbent is required to work in outside weather conditions, and exposure to hazardous substances, toxic fumes, heights, confined spaces, high noise levels, and full body vibrations. The position requires travel by air (commercial and small charter) and vehicle.

**Frequency:** medium to high

**Duration:** four – eight hours per day, one week per month

**Intensity:** high

**Sensory Demands**

All senses are required when performing fieldwork as poor judgement could prove to be fatal. Fieldwork requires exposure to mechanical, electrical and toxic health hazards.

**Frequency:** medium to high

**Duration:** four – eight hours per day, one week per month

**Intensity:** very high

### **Mental Demands**

This position requires critical decision making on issues affecting the health and safety of others. Decisions have economic and social impacts on individuals and companies, and include fatality investigations and recommendations for prosecutions. Decisions based on Legislation are made on a daily basis, and wrong decision could expose WSCC to liability and may prove fatal to workers. Constant pressures are evident through labour management relations, impact of decisions respecting variances to regulations, decisions on appeals and stop work orders. Courtroom, prosecution decisions and fatality investigations can be extremely stressful and may lead to extensive mental or emotional fatigue.

**Frequency:** High

**Duration:** Continuous, part of job function

**Intensity:** high

### **ADDITIONAL REQUIREMENTS**

#### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

#### **French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

##### ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

##### READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

##### WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

#### **Aboriginal language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** Occupational Health and Safety Supervisor

**Position Number(s):** 97-9900

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p> <p>_____ Date</p>	<p>_____ Date</p>
<p>_____ President &amp; CEO</p> <p>_____ Date</p>	<p>_____ Date</p>
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by HR: \_\_\_\_\_