

This information is available in alternate formats upon request.

SAFETY AND HEALTH OFFICER

PREAMBLE

This series includes positions that carry out inspections and/or investigations for the purpose of regulating, controlling and ensuring compliance with the requirements of The Workplace Safety and Health Act, the regulations pursuant to the Act and related legislation. In addition to performing inspections, there is a requirement to carry out prescribed routine industrial hygiene surveys.

The work is performed within established standards and clearly defined procedures.

Exclusions

This series does not include positions in the occupational health field with responsibility for developing and implementing scientific surveys, research programs, or establishing standards and procedures relating to industrial hygiene, or to positions responsible for managing industrial hygiene programs. Also excluded from this series are positions with primary responsibility for the development and delivery of educational and training courses and materials in the occupational safety and health fields, positions involved in co-ordinating workplace safety and health programs in a government department, or positions where the primary duties and responsibilities are included in the definition of any other category.

SAFETY AND HEALTH OFFICER 1

GENERAL

This is the training and development level. Employees will receive on-the-job training in addition to the prescribed in-house formal training program. Employees may be promoted to the full working level after completion of all phases of the training program and satisfactory work performance reviews. Under close supervision, employees will assist in carrying out inspections/investigations and industrial hygiene surveys of both the industrial and construction workplaces relating to the legislation specified in the series preamble.

This level can also be used as a bridge position for staff development purposes.

Employees will normally advance to the full working level within a two-year period.

TYPICAL DUTIES

Assists in carrying out inspections of workplaces and takes necessary action to ensure compliance.

Assists in responding to and investigating concerns/complaints from workers/employers and assists in taking appropriate action.

Assists in investigating accidents or injuries that occur in the workplace.

Assists in the establishment of workplace safety and health committees.

Assists in the delivery of related educational programs and disseminates information to the public.

Assists in carrying out industrial hygiene surveys.

Assists in the preparation of various reports, documents and forms.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good oral and written communication skills.

Good organizational skills.

Ability to maintain effective work relationships.

Some knowledge of workplace safety and health issues.

Education, Training and Experience

Sufficient to allow progression to the full working level within a two-year period, determined by the employing authority.

SAFETY AND HEALTH OFFICER 2

GENERAL

This is the full working level of the series. Under general supervision, employees are involved in regulatory and control work of workplaces under the jurisdiction of the legislation specified in the series preamble. In addition to inspecting and investigating to ensure compliance with the regulations, there is a requirement to participate in the delivery of educational programs and to carry out prescribed industrial hygiene surveys, as well as to assist in the training and development of staff.

TYPICAL DUTIES

Carries out inspections of workplaces and takes appropriate action to ensure compliance.

Responds to and investigates concerns and complaints from workers/employers and takes appropriate action.

Investigates accidents and injuries that occur in the workplace.

Responsible for the establishment of, and monitors the performance of, workplace safety and health committees.

May participate in the delivery of related educational programs and disseminates information to the public.

Assists in the training and/or supervision of new Inspectors.

Performs prescribed industrial hygiene surveys using technical equipment, evaluates results, and takes appropriate action to ensure compliance.

Prepares various reports, documents and forms.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of The Workplace Safety and Health Act and related legislation.

Knowledge of enforcement procedures.

Ability to maintain effective work relationships.

Good organizational skills.

Good oral and written communication skills.

Knowledge of the interface between labour and management in the workplace.

Knowledge of industrial hygiene survey techniques.

Education, Training and Experience

Acceptable technical training in the field of occupational safety and health or related area. Minimum of two years' experience in the occupational safety and health field.

SAFETY AND HEALTH OFFICER 3

GENERAL

This level, in addition to the responsibilities of a Safety and Health Officer 2, has responsibility for the operation of a regional office which may include the requirement to supervise subordinate staff.

TYPICAL DUTIES

Carries out inspections of workplaces and takes appropriate action to ensure compliance.
Responds to and investigates complaints and concerns from workers/employers and takes appropriate action.
Investigates accidents and injuries that occur in the workplace.
Responsible for the establishment of workplace safety and health committees, and monitors their performance.
May participate in the delivery of related educational programs and disseminates information to the public.
Assists in the training and/or supervision of new Inspectors.
Performs prescribed industrial hygiene surveys using technical equipment, evaluates results, and takes appropriate action.
Prepares various reports, documents and forms.
May supervise subordinate staff.
Is responsible for the workplace safety and health operations in a specified region.
May be required to participate in the budget preparation and control process.
Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of The Workplace Safety and Health Act and related legislation.
Knowledge of enforcement procedures.
Ability to maintain effective work relationships.
Good organizational skills.
Good oral and written communication skills.
Knowledge of the interface between labour and management in the workplace.
Knowledge of industrial hygiene survey techniques.
Good supervisory skills.

Education, Training and Experience

Acceptable technical training in the field of occupational safety and health or related area. Minimum of two years' experience in the occupational safety and health field.

SAFETY AND HEALTH OFFICER 4

GENERAL

This is the full supervisory level of the series. Under the general direction of the Head of Inspection Services, employees have supervisory responsibility for the delivery of regulatory and control programs relating to the legislation specified in the series preamble. Program supervision, staff allocation and supervision, and budget management are involved at this level.

TYPICAL DUTIES

Reviews the work of subordinates to ensure adequacy of service and to ensure departmental standards are met and policies are carried out.

Recommends changes in procedures, policies and related legislation.

Responsible for administrative functions such as budget preparation and control, preparation of various reports and documents, processing legal documents, personnel management, staff training and development.

May be required to prepare staff training courses.

May be required to carry out the duties and responsibilities of the Safety and Health Officer 2 and 3.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of The Workplace Safety and Health Act and related legislation.

Knowledge of enforcement procedures.

Ability to maintain effective work relationships.

Good oral and written communication skills.

Good organizational skills.

Knowledge of the interface between labour and management in the workplace.

Knowledge and techniques of industrial hygiene.

Good supervisory skills.
Knowledge of supervisory/management techniques.

Education, Training and Experience

Acceptable technical training in the field of occupational safety and health or related area, several years' related experience in the workplace safety and health field, several years' experience in a supervisory or management capacity.