

**IDENTIFICATION**

| <i>Position Number</i> | <i>Position Title</i> | |
|---|--|-----------------|
| 97-3739 | Chief Safety Officer | |
| <i>Division (e.g. Corporate Services)</i> | <i>Department (e.g. Human Resources)</i> | <i>Location</i> |
| NWT Operations | Prevention Services | Yellowknife |

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result.)

Worker's Compensation exists to provide a no-fault system of compensation for workers injured in the course of their employment. The system is funded through the collection of assessments from employers and is governed by the *Workers' Compensation Act of the Northwest Territories*. The WCB of the Northwest Territories and Nunavut also has responsibility for the enforcement of safety legislation including *The Safety Act, the Mine Safety Act and the Explosives Use Act*.

This position is a legislated requirement under the *NWT Safety Act and General Safety Regulations* to administer the *Act*. The Chief Safety Officer ensures that approximately 3,000 companies (excluding mines and federally regulated operations) are in compliance with all the legal requirements in the *Act and Regulations* and that the safety of workers is protected.

The Chief Safety Officer prepares and supervises the delivery of the enforcement and educational programs to ensure workplace compliance with the *NWT Safety Act and General Safety Regulations*. The Chief Safety Officer supervises a team of professionals, which includes an Industrial Hygienist, Safety Officers and Health and Safety Trainers. The Chief Safety Officer is also responsible for the supervision of a regional office which has one staff member.

The Chief Safety Officer, in partnership with the Chief Safety Officer in Nunavut is responsible for the development of new legislation or amendments to existing *NWT and Nunavut Safety Act and General Regulations*. This is accomplished by working collaboratively with a group of stakeholders appointed by the Ministers Responsible for the Workers Compensation Board.

Appeals to inspection orders are received by the Chief Safety Officer, whose decisions can only be appealed to the Supreme Court as per legislative mandate of the position. The Chief Safety Officer must approve variances to regulations with respect to equipment usage, operating procedures and safety codes.

SCOPE

(Describe in what way the position contributes to and impacts on the organization.)

This position is located in Yellowknife. It supervises eight positions in the Yellowknife office and a position located in Inuvik. The Chief is appointed by The NWT Minister responsible for the Workers Compensation Board and exercises full authority under the *NWT Safety Act and General Safety Regulations*.

The incumbent manages an annual operating budget of approximately 1.2 million dollars. Decisions made by the Chief Safety Officer affects all employers in the NWT, the integrity of the WCB and will have a direct impact on working conditions and worker safety.

In the role of Chief Safety Officer the incumbent frequently liases with the WCB senior management team and government and labour representatives on issues of occupational health & safety. This impacts the safety and health of workers and employers operating in the Northwest Territories. The incumbent also sits on National Regulation setting bodies (e.g. Health Canada – WHMIS Review) and standard setting agencies (e.g. Petroleum Safety council) and acts as a liaison with other regulatory agencies.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

Utilizes accident/injury trends, trend analysis, knowledge of industry standards and industry feedback mechanisms to identify and deliver WCB OH&S Education & Enforcement Programs.

- Supervises staff and develops work plans for the delivery of the enforcement and educational programs.
- Manages budget, staff training and WCB/stakeholder joint projects.
- Grants regulation variances, hears appeals to inspection orders and work refusals under the Safety Act.
- Reviews investigation reports and makes recommendation for prosecution to Crown Counsel. Advises Crown Counsel regarding industry safety standards for prosecution.
- Acts as liaison with other regulatory jurisdictions, employer and safety associations and labour groups.

- Performs risk assessments to approve extended work hours.
- Approves safe work procedures for handling hazardous substances (e.g. asbestos, lead).
- Approves changes to safety education programs.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

A Canadian Registered Safety Professional certification or equivalency (i.e. RIH, ABIH, BSP) and a related Degree is required combined with a minimum of 10 years of progressive related industrial experience including a minimum of 3 years of supervisory experience in a Health & Safety environment at a corporate level.

A broad knowledge of the standards as they apply to various industries

The ability to give authoritative advice to prevent accidents.

Excellent verbal and written communication and conflict resolution skills.

Organizational development and project management skills are highly desired for this position.

Demonstrated supervisory and leadership skills.

Basic computer skills including word processing and the use of spreadsheets.

WORKING CONDITIONS

*(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. **Express frequency and duration of occurrence** of physical demands, environmental conditions, demands on one's senses and mental demands.)*

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

Required on field inspections. Inspection may require extensive walking, climbing and exposure to outside elements.

Frequency: Low

Duration: 4 to 8 hours

Intensity: High

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed.)

Workplace requirements may expose the incumbent to toxic gases, hazardous substances, extreme temperatures, and working at heights and in confined spaces. Travel by small aircraft accesses sub arctic regions in required.

Frequency: Low

Duration: 4 to 8 hours a day up to a week at a time

Intensity: Very high

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgements through touch, smell, sight and hearing and judge speed and accuracy.)

All senses are required during field operations. Poor judgement may be fatal to the individual and others. Fieldwork requires exposure to mechanical, electrical and toxic health hazards.

Frequency: Low

Duration: 4 to 8 hours up to a week at a time

Intensity: Extremely high

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples.)

Performs an extensive amount of decision making. Poor judgement could expose WCB 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: Constant

Intensity: High

CERTIFICATION

| | |
|--|---|
| <p>_____ Printed Name</p> <p>_____ Employee Signature</p> <p>_____ Date</p> <p>I acknowledge that this job description is an accurate description of the responsibilities of the position.</p> | <p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <p>_____ President Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p> | |

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.