

## Job Description

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<b>Job Title:</b>	Safety Officer
<b>Department:</b>	Safety Office
<b>Reports To:</b>	Manager, Safety Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8-10
<b>Effective Date:</b>	February 2021

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### **Primary Purpose**

Responsible for the effective, efficient, and comprehensive delivery of assigned health, safety and environmental program services to support the achievement of the University's strategic goals, facilitate successful endeavors by all members of the University community and ensure that persons accountable for University operations are informed of risks and compliance requirements

### **Key Accountabilities**

Administers development and implementation of a comprehensive Health, Safety and Environment Program with the following core areas:

- Health, Safety and Environment Management System - Risk Management, Legislative Compliance.
- Occupational Health and Safety - Committees and Representatives, Training, Safety Regulations, Designated Substances, Biological and Chemical Agents, Hygiene, Technical Standards
- Research and Teaching - Labs/Studios/Shops/Fieldwork, Lasers, Biosafety, Radiation, X-rays, Chemicals
- Workers' Compensation - Injury Prevention and Reporting, First Aid, Ergonomics
- Fire & Emergency Preparedness
- Environment - Hazardous Waste, Emergency Response, Dangerous and Controlled Goods Transportation
- Grounds, Facilities and Public Safety - Events, Personal Safety including Violence Prevention

### **Supports Health, Safety and Environment System:**

- Provides expert advice on occupational health and safety to health and safety committees, faculty, staff and students
- Develops and delivers effective training in a variety of mediums
- Maintains current departmental records, computer databases, and systems
- Facilitates the practice of risk assessment and its application to specific occupational risks present in a diverse workplace context.
- Provides advice to the Director, Manager, and team in establishing processes for effective injury prevention and health, safety and environmental risk management.
- Specifies key areas for improvement based on incident indicators, risk and performance

### **Serves as campus community resource that is professional, responsive, reliable, courteous, effective and efficient:**

- Identifies trends for proactive rather than reactive response
- Engages in collaboration and partnership
- Sustains quality and entrenches innovation to improve processes and services

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- Uses the communication media most appropriate to best connect with community
- Advocates thoroughness and accuracy for legal scrutiny
- Ensures programs are conducted according to financial requirements and within budget

### **Maintains compliance:**

- Defines standards through relevant expertise
- Monitors for due diligence and performance using measurement indicators
- Facilitates an internal responsibility system by ensuring departments are informed and held accountable
- Resolves concerns with sound judgement, tact, integrity and diplomacy
- Addresses rather than avoids risks associated with creativity and innovation
- Advises researchers on appropriate protocols and requirements
- Conducts inspections

### **Pursues organizational effectiveness and relationship management:**

- Analyses needs, develops strategies and implements improvements
- Provides visible leadership by example reinforcing the mission and culture of the University
- Champions team spirit cohesiveness, motivation and commitment to customer focused service and continuous quality environment treating people with respect and trust
- Uses personal initiative, multi-tasking work of competing priorities to take required actions

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Undergraduate Degree with a preference to those focusing on Science, Health Science and/or Engineering
- Post-secondary degree, diploma or certificate in Health, Safety and Environment or related fields.
- Preference will be given to candidates holding a CRSP, CRST or ROH/CIH designation; or candidates with eligibility to obtain the CRSP, CRST or ROH/CIH designation.
- Maintains membership competency in hazardous materials response team.
- Extensive ongoing professional development is required to maintain competency.

### **Experience**

- 3 or more years of proven experience where the scope of work was 50% or more related to Health, Safety, and the Environment. Work experience includes research, laboratory and/or industrial settings.
- Valid Class G Ontario Driver's License is required.

### **Knowledge/Skills/Abilities**

- Demonstrated knowledge of health, safety and environmental legislation.
- Ability to deal with confidential materials and exercise sound judgement, tact, unquestionable degree of integrity and diplomacy.
- Excellent organizational, time management, interpersonal, analytical and problem-solving skills.
- Ability to manage multiple and competing time sensitive priorities.
- Proven ability to work independently and as a team member in a busy and varied environment.
- Excellent oral and written communication skills.
- Ability to develop training programs and present to a varied audience.

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- Knowledge of safety software system, Parklane is an asset.
- Proficient in the use of Microsoft Office.

### **Nature and Scope**

- **Contacts: Internal** - Communicates with all members of University community to deal with, influence and motivate others, and to promote, justify and settle matters that are often highly sensitive. Resolves situations as a consensus facilitator with creative abilities to achieve success for the University. **External** - Liaises with professional and government regulators and agencies representing the University.
- **Level of Responsibility:** The position is responsible for provision of advice and compliance with health, safety and environment programs for all aspects of the University.
- **Decision-Making Authority:** The position ensures that all reasonable precautions are taken. A hesitation to pursue a health, safety and environment issue or fault in the health, safety and environment program could result in serious disruption to academic/research programs and campus services while damaging the institution's reputation. The position has limited signing authority for Safety Office accounts and negotiating some supplier contracts.
- **Physical and Sensory Demands:** Varied physical positions and occasional climbing, lifting and carrying required. Regular concentrated sensory and cognitive demands particularly during program development, training, investigations and inspections.
- **Working Environment:** Involves visiting varying work areas and locations in and outdoors at all times of the year normally within normally Monday to Friday hours however is often required to vary schedule such as for training or responding to incidents. Handles hazardous materials and enters higher hazard work areas (construction projects; injury and fire scenes). Uses various personal protective equipment (PPE) however majority of time is in an office type environment where PPE is not required