



JOB DESCRIPTION
Occupational Health & Safety Officer
(Safety Officer)
Corporate Services Department
March 2024

POSITION SUMMARY

The Safety Officer will be responsible for facilitating compliance with the Occupational Health & Safety Act (OHSA). The Safety Officer monitors the work environment for unsafe acts or unsafe conditions as well as overseeing workplace safety of all employees employed by the Town, it is also the Safety Officer duty to oversee that all rules and regulations that apply to the health and safety in the workplace are met and adhered to by all working or entering the workplace environment.

The incumbent will provide support and actively advise in all aspects of occupational health and safety issues to the OHS Manager in ensuring Town of Truro Occupational Health & Safety compliance.

REPORTING RELATIONSHIPS:

Reports to: Manager of Facilities and Safety (OHS Manager)

KEY WORKING RELATIONSHIPS:

- Internal:**
- Applicable Department Joint Occupational Health & Safety Committees (JOHSC) & Chairs
 - Managers, Supervisors and all Employees of all Town Departments
 - Manager of Human Resources
- External:**
- Public/Citizens
 - Contractors
 - Provincial Agencies

RESPONSIBILITIES/ACCOUNTABILITIES:

- Responsible for ensuring that employees are properly trained regarding Town-specific and Occupational Safety and Health Act (OSHA), safety requirements;
- Responsible for assisting the OHS Manager in ensuring that the Town of Truro is in compliance with all safety-related regulatory requirements, including OSHA standards, Department of Transportation regulations and Worker's Compensation Board requirements;
- Training responsibilities which may involve conducting safety orientations, "toolbox" safety meetings, periodic safety meetings and training sessions on a range of safety-related topics;
- Involved in creating, maintaining, and communicating safety-related policies and procedures, as well as ensuring that they are followed;
- May be called upon when determining the need for new policies and procedures and writing, editing, and updating policy and procedure documents;
- Proactively involved in ensuring that proper safety practices are observed in the workplace;
- Responsible for enforcement of safety policies and procedures, including making decisions regarding appropriate discipline for infractions in direct consultation with the OHS Manager & the Manager of Human Resources;

- Conducts inspections of workplaces and takes necessary action to ensure compliance;
- Responds to and investigates concerns/complaints from workers/employers and assists in taking appropriate action;
- Conducts risk assessments and enforces preventative measures;
- Assists in investigating incidents including near-misses and accidents that occur in the workplace;
- Assists in the delivery of related educational programs and disseminates information to the employees;
- Assists in the preparation of various reports, documents, and forms;
- Monitors and reports on the performance of, JOHS Committees;
- May participate in the delivery of related training and/or educational programs;
- Prepares various reports, documents, and forms;
- Performs safety inspections in all workplace locations including job sites, facilities, offices, and company vehicles;
- Observes working conditions, equipment, and employee behaviors to identify safety problems and take corrective action;
- Responsible for observing that all Personal Protective Equipment (PPE) is properly maintained;
- Ensures that workers have proper safety training and are qualified in the use of PPE;
- Verifies that there are no workplace violations ensuring compliance with all reporting requirements;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Completion of Grade 12 High School or equivalent;
- NSCC - Occupational Health & Safety Diploma (2 year) or acceptable education/experience equivalent;
- Acceptable training in the field of occupational health & safety, enforcement/compliance, construction or related experience;
- Minimum of Two (2) years' experience in occupational health & safety or a combination of OHS and related experience;
- Possess a valid class Nova Scotia Driver's License with no restrictions;
- Sufficient progression to allow to the full working level within a two-year period, determined by the OHS Manager.

Technical Knowledge:

- Working knowledge of the Nova Scotia Occupational Health & Safety Act, Workplace Health & Safety Regulations and related legislation;
- Working knowledge of the Town of Truro Occupational Health & Safety Program and accompanying Policy & Procedure Manual;
- Basic use and understanding of a computer including a variety of computer applications;
- Good organizational skills;
- Ability to maintain effective work relationships;
- Knowledge of enforcement and compliance procedures;
- Knowledge of the interface between labour and management in the workplace.

Competencies

- Excellent interpersonal skills; communication skills (written and oral), and analytical skills;
- Excellent administrative and supervisory skills;
- Possess problem solving ability; have the ability to multi-task;
- Ability to address conflict in a healthy, positive and proactive manner.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.