



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Occupational Health and Safety and Workplace Risk	
Position Number	Community	Division/Region
33-2316	Yellowknife	Directorate

PURPOSE OF THE POSITION

The Department of Infrastructure's (INF) Manager, Occupational Health and Safety (OH&S) and Workplace Risk provides leadership, direction, and quality control in the development, and implementation of an Occupational Health and Safety Program (OHS) and workplace risk management program to promote safe workplaces for all Department employees. This position provides advice and guidance to senior management, managers, and supervisors to achieve compliance with all legislative obligations pertaining to Occupational Health and Safety, including the *Safety Act*, *Canada Labour Code Part II* and the associated regulations.

SCOPE

Reporting to the Deputy Minister of Infrastructure, the Manager, OH&S and Workplace Risk is responsible to lead, deliver, monitor, and implement the on-going modernization of the Department's Occupational Health and Safety program according to federal and territorial law and associated regulations. This position is responsible for leading, supervising and providing legislative and technical support to the Regional OH&S Specialists.

The Department is responsible for OHS compliance at approximately 60 worksites in 19 communities. These worksites are regulated by a mix of federal and territorial legislation and include office buildings, highway maintenance camps, equipment repair shops, trade shops, hospitals, commercial vehicle weigh scales and inspection stations, warehouses, data centres, garages, marine maintenance facilities, ferries, airports, and winter road maintenance camps.

The incumbent is responsible to oversee and promote safe workplaces, best practice models, and the Internal Responsibility System through education and prevention at all INF worksites, including headquarter divisions and regional offices.

The nature of activities undertaken by the Department's work sites span both federal and



territorial jurisdiction. The Department's airport, marine and ferry sites are identified as federal undertakings and the *Canada Labour Code Part II*, administered through Employment and Social Development Canada (ESDC), applies to them. In addition, territorial legislation administered through the Workers' Safety and Compensation Commission (WSCC) applies at all Department sites.

The Department, as owner and maintainer of Government of the Northwest Territories (GNWT) infrastructure, also maintains the role of principal contractor, responsible to confirm that health and safety requirements are fulfilled by its contractors working on/in its occupied worksites.

RESPONSIBILITIES

1. Manages, develops, and implements the Department's Occupational Health and Safety Program.

- Oversees and supports the development of Department wide OHS policies, strategies, and plans that promote OHS and wellness to augment the GNWT OHS program and address the diversity of the Department's workplaces, programs and services for all employees and contractors working for the Department.
- Maintains accuracy, compliance, and availability of the Department's OHS Program Manual in consultation with operational and technical staff and the Joint Occupational Health and Safety Committees (JOHS).
- Disseminates information systems, policy, and procedural changes in the delivery of the OHS program.
- Regularly reviews, and interprets legislation, policy, precedents, industry standards and technologies to confirm the OHS Program remains in compliance with related federal and territorial Acts and regulations.
- Develops policies, business processes, procedures, system solutions and delivery framework to facilitate timely delivery of the OHS program, risk management activities, and reporting of incidents, injuries, or fatalities to regulators.

2. Provides leadership, guidance, interpretation, and analysis of territorial and federal OHS legislation, policies, and practices to senior management, Regional OHS Specialists, and JOHS committees in areas of policy, process design and control, regulatory review, compliance review and reporting.

- Manages, provides direction, oversight, and support to Regional OHS Specialists situated in the Beaufort Delta/ Sahtu, Deh Cho/South Slave, and North Slave regions.
- Develops annual work plans and sets goals, and objectives with Regional OHS Specialists and monitors results, annual performance appraisals, and career planning.
- Conducts job training and recommends training to OHS staff.
- Prepares job descriptions and participates in the staffing process.
- Coordinates the development of effective communication tools for the OHS programs.



- Supports project managers who oversee contractor compliance with OHS legislation while engaged in the delivery of projects and services at GNWT-owned or maintained buildings, ferries, highways, airports, and other construction sites where the GNWT maintains principal contractor role.
- Represents the Department's perspectives on and collaborates with various inter-Departmental advisory committees concerning OHS and wellness matters.
- Develops, fosters, and maintains partnerships with a range of organizations, colleagues, and stakeholders such as the WSCC, GNWT Departments, numerous federal Departments, and industry associations, OHS training service providers, and other inter-jurisdictional contacts.
- Drafts briefing notes, Cabinet submissions, ministerial correspondence, and reports relating to the Department's OHS program.

3. Monitors and evaluates the effectiveness of the Department's Occupational Health, and Safety Program.

- Conducts regular reviews of the OHS program for continuous renewal, improvement, and compliance.
- Identifies priorities for potential hazards, sets and monitors key performance factors, and implements programs to effectively reduce risk, increase safety awareness, and reduce worksite injuries and accidents and their associated costs.
- Travels to communities and worksites to conduct internal audits of onsite OHS compliance, program delivery, and provide consultation to managers, supervisors, and JOHS committees.
- Conducts research on OHS trends and emerging and leading practices in other jurisdictions for adaptability to Departmental OHS program.
- Completes all OH&S reporting requirements to federal and territorial regulators.
- Provides support and oversight to managers and supervisors responding to regulatory authorities regarding incidents, accidents, inspections, and corrective actions.
- Provides support to managers, supervisors, Regional OHS Specialists, and JOHS committee members to investigate the root cause of incidents, accidents, dangerous occurrences, exposures, or near misses; recommends corrective action plans and monitors their completion.

4. Leads Departmental claims management and trend analysis.

- Acts as the Department's main point of contact with the WSCC and ESDC.
- Assists management with WSCC and ESDC reporting requirements.
- Monitors WSCC claims and provides specialist advice in relation to Departmental injuries and claim trends to adjust OHS programs as necessary.
- Assists management to dispute claims or decisions from regulators with respect to claims, as appropriate.



5. Develops, promotes, and coordinates the delivery of an OHS safety education and training program according to territorial and federal legislative requirements.

- Provides leadership and support to supervisors and managers to deliver OHS employee training.
- Collaborates with the Department of Finance to engage employees in the completion of GNWT OHS training activities.
- Conducts training needs assessments specific to job functions in collaboration with supervisors and managers.
- Develops, updates, and coordinates the delivery of orientation tools, resources, and materials to new and returning employees.
- Audits employee training from external service providers to maintain quality control, achieve training priorities, and track results.
- Oversees maintenance of the OHS Knowledge Management System online database and provides support to managers and supervisors in tracking employee OHS training and certification requirements.
- Maintains, coordinates, and supports delivery of the Driver Competency Guidelines
- Manages and updates information accessed through the Department's desktop OHS information portal.
- Coordinates and supports delivery of Occupational Safety and Health week activities including the Department-wide Workplace Safety Excellence awards.

6. Supports managers in the Duty to Accommodate process in accordance with relevant legislation, regulations, and policies, with access to individual, confidential, and medical information and liaises with other GNWT Departments or other jurisdictions.

- Conducts situational, anonymous jurisdictional research.
- Liaises with OHS colleagues in other Departments/jurisdictions to share relevant information that may affect the employer around the Duty to Accommodate.
- Facilitates and supports managers with logistics relating to return-to-work plans or accommodations.

7. Undertakes risk assessments to identify potential hazards and proposes strategies to reduce and mitigate risk; proposes responses to incidents, injury, dangerous occurrences, or exposures that may hinder the operation, security, or reputation of the Department and the safety of its employees and contractors.

- Plans, implements, and updates a Department-wide risk assessment and risk management process in consultation with the operational and technical specialists for the timely collection of information related to hazards, incidents, and accidents that may adversely affect workplace safety.
- Coordinates the inspection of worksites and the hazard inventory and control process with supervisors, managers, Regional OHS Specialists, and JOHS committees.



- Collaborates with senior management to develop and implement strategic operational procedures, emergency response plans, and exposure control plans to maintain institutional awareness and execute emergency response functions.
- Establishes, maintains, or tests effectiveness of emergency response plans and liaises to maintain appropriate communication, logistics, and response effort coordination during an incident, accident, dangerous occurrence, or exposure.
- Develops and circulates instructional materials to educate and inform employees about potential risks, hazards, and hazard control mitigations.
- Assists in investigations relating to events of a serious nature and attends tribunals or court hearings for OHS cases.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and ability to apply exemplary practices in occupational health and safety and wellness.
- Knowledge of the *Safety Act*, *Canada Labour Code II*, and respective regulations, industry standards, and other related acts, codes, and regulations.
- Knowledge of investigation principles and procedures.
- Knowledge and understanding of occupational health and safety systems and a general understanding in a variety of health and safety areas such as workplace inspections, JOHS committee management, personal protective equipment, and emergency response.
- Ability to provide OHS advice and to coach all levels of employees and managers across the Department with confidentiality, diplomacy, and tact.
- Evaluative and critical thinking skills and judgment to assess program performance.
- Ability to form partnerships with a range of internal and external stakeholders.
- Ability to effectively organize and prioritize workload and adapt to changing priorities using excellent time management skills.



- Self-direction and self-motivation skills.
- Computer skills (work processing, spreadsheet, and presentation software).
- Ability to function well in a multi-cultural environment.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A relevant postsecondary education with 3 years of experience including 1 year in a supervisory role.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A valid NWT Class 5 driver's license.

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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred