



Netmizaaggamig Nishnaabeg

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Occupational Health and Safety Advisor

Reports to the Band General Manager

Summary

The Occupational Health and Safety Advisor, under the direction of the Band General Manager of the Pic Mobert First Nation, will primarily be responsible for facilitating the development, implementation, and maintenance of First Nation's Occupational Health and Safety policies and programs.

This position works closely with all levels of management and employees to ensure consistent promotion and utilization of safe work practices. The Occupational Health and Safety Advisor must advise on safety standards, regulations, and legislative compliance and make recommendations to improve the health, safety, and wellbeing of our employees.

This is a part-time position based in Moberg, Ontario, with a strong potential to increase this to full-time hours through the provision of the same services to the First Nation's principal development corporation and possibly other subsidiary companies.

Core Competencies

- Accountability
- Communication
- Critical Thinking
- Decision Making
- Leadership
- Negotiation
- Networking and Relationship Building
- Planning and Organizing
- Problem Solving
- Risk Management

Job Duties

- Facilitate and contribute to the development, implementation, communication, and maintenance of all Workplace Health and Safety policies and programs.
- Ensure Pic Mobert First Nation remains compliant with all relevant Health and Safety Legislation / Regulations and by-laws.
- Participate in the identification, evaluation, control, and management of hazards and risks throughout the organization.
- Recommend improvements to control hazards in conjunction with the activities of Joint Workplace Health and Safety Committees and departmental safety committees.

- Ensure the existence and functionality of Joint Committees/Representatives, as required by legislation.
- Ensure consistent promotion and utilization of safe work practices.
- Advise on safety standards, regulations, and legislations.
- Recommend procedures and equipment for risk reduction and to ensure compliance (e.g. Personal Protective Equipment).
- Update, maintain and deliver safety orientation, on-going training, and awareness programs for all employees.
- Participate in the investigation of workers' concerns and complaints with respect to Health and Safety issues while maintaining the employee's right to confidentiality.
- Participate in incident investigations and develop recommendations to prevent future occurrences.
- Contribute to emergency planning initiatives.
- Partake in regular inspections for fire hazards and associated prevention and risk reduction strategies.
- Maintain and update health and safety records and reports.
- Produce and communicate health and safety reports on a regular basis.
- Promote the health, safety, and well-being of all employees.
- Ensure appropriate first-aid supplies are maintained and ordered, as required.
- Liaise with management and outside regulatory agencies, as required.
- Monitor the usage of safety supplies and respond to inappropriate use, if required.
- Supervise the installation of safety features/equipment, where required.
- Other duties as assigned.

Requirements

- Post-Secondary diploma in Occupational Health and Safety or a related field.
- Two years' of experience implementing and promoting safe work practices and policies within a similar environment.
- First-Aid Responder Certification required (if not training will be provided).
- Excellent communication (both verbal and written) and interpersonal skills.
- Able to make decisions in complex situations that could be immediately dangerous to life or health where no established guidelines exist.
- Proven ability to lead and motivate others.
- Understanding of current Occupational Health and Safety Legislation, Regulations, Codes of Practice, Bulletins and other safe work practice requirements and recommendations (if not training will be provided).
- Able to build and maintain strong working relationships.
- General knowledge of Fire and Building Codes (if not training will be provided) .
- Able to balance multiple demands and competing priorities.
- Proficiency in Microsoft Office (MS Word, Excel, PowerPoint).

Work Conditions

- Interacts with employees, management and the public at large.
- Receives minimal supervision and direction.

- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Lifting or moving up to 100 lbs may be required.
- Travel within the region may be required.
- Overtime may be required.

Please email your resume, cover letter, criminal records check, and three references to:

Mr. Patrick Miller

Band General Manager

Pic Moberg First nation

Moberg, ON.

bandgeneralmgr@picmoberg.ca

Applications will be accepted until the position is filled. Thanks for your consideration.