

New

Ministry

Describe: Basic Job Details
Position

Position ID

Position Name

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Supervisor's Position ID

Supervisor's Position Name

Supervisor's Current Class

Design: Identify Job Duties and Value
Job Purpose and Organizational Context

Why the job exists:

The Regional OHS Coordinator (ROC) facilitates and coordinates the development and delivery of the department's Occupational Health and Safety Program and its elements in line with the GOA OHS Program. Working as a team with the other ROCs in the section, this position helps branches interpret OHS legislation, policies and directives, and develop their OHS plans in partnership with Branch Managers, carries out audits of OHS related activities and reports on program progress and ultimately department compliance. The position functions as the internal workplace safety resource and ambassador, providing a wide range of occupational health and safety and workplace wellness support, advice and information to management and staff on safety legislation, regulations, operational policies, programs, procedures, practices and standards.

The ROC is expected to travel extensively to visit worksites around the province to conducting inspections, coordinate and conduct safety audits and training, and plays a key role in hazard identification and management. The position also supports management while they investigate safety incidents and near misses and may lead significant safety incident investigations alongside management.

Utilizing information gathered from branches, the position develops recommendations regarding the way work is performed, how equipment and facilities are used, and on safety systems and practices, both general and specialized. The position confirms that processes and procedures related to branch safety

management systems are developed, documented, implemented, evaluated and maintained in accordance with requirements laid out in the GOA Occupational Health and Safety Program, and aligned with the department's OHS Directive.

This position, along with the other ROCs, tracks OHS incidents and near misses in 1GX, and identifies and reports on trends to proactively address and correct processes or procedures to reduce recurrence. This position also supports branches and sections to prepare for the Certificate of Recognition (COR), and acts as the liaison for the certifying official during the assessment process.

The ROC facilitates the implementation of OHS initiatives in program areas as per the department's policy and directive, in liaison with PSC OHS Advisors and with functional guidance from department and regional OHS representatives. It liaises with GOA OHS peers, EPA Human Resource, Service Alberta, WCB and other OHS associated external resources.

Responsibilities

1. The Regional OHS Coordinator coordinates the development and implementation of annual safety initiatives along with maintaining and enhancing the current program so that the program/initiatives from all Divisions meet OHS plan objectives and outcomes. This includes:
 - Development and implementation of Branch safety plans in support of the Workplace Health and Safety Committee, staff, and Managers for approval by their Executive Director;
 - Monitoring the Branch's fulfillment of these plans;
 - Coordinating Branch/Section annual safety program audits and conducting audits under the Alberta Partnerships Certificate of Recognition (COR) program if applicable;
 - Coordinating the need for monitoring, evaluation and assessment of hygiene factors impacting employee health and safety in the regions. Facilitates the resolution of hygiene issues with regional staff/Managers/Infrastructure and department safety representatives. Coordinate the delivery of health surveillance services (audiometric, medical monitoring) and consultative services for employees;
 - Measuring and evaluating program performance and reporting results and recommend improvements;
 - Identifying the need and assisting in the establishment of site or area specific safety committees or contacts;
 - Proactively identify, draft and make recommendations for safety policies, procedures and safe work practices unique to branch functions.
2. The position is responsible for providing support, advice and information on occupational health and safety legislation, policies, programs requirements, codes and standards, to ensure branches are meeting their obligations to provide a safe workplace. This includes:
 - Reviewing Hazard Assessment and Control Reports (HACRs) for completeness and consistency from a quality assurance perspective prior to their finalization;
 - Providing technical safety resource guidance, advice and comments to Workplace Health and Safety Committees, staff, and managers regarding safety legislation, regulations, policies, programs, procedures, codes, practices and standards;
 - Providing advice and guidance on various health and safety hazards (e.g.: chemical/occupational hygiene, ergonomic, materials/equipment, etc.);
 - Collaborating with staff across the department on province wide safety associated initiatives;
 - Providing advice and assistance regarding safety inspection/investigation requirements, techniques and processes, including reviews of incident reports prepared by others, and assisting supervisors and managers with investigations. This may involve participating in safety inspections and possibly leading

serious safety incidents;

- Providing advice to managers regarding ongoing evaluation and improvement to OHS programs and practices (hazardous conditions/materials, unsafe practices, accident prevention, etc.) and the implementation of preventative measures.
3. Promote and foster a safety culture within branches across the province and encourage positive staff safety awareness and education (engagement, Safe Work Practices, GoA safety program). This involves:
- Coordinating collective training opportunities to help maintain currency of staff training/certifications, research future needs to ensure ongoing applicability of current training requirements, and identify any new training requirements or resources. This may involve organizing training courses and/or information sessions (e.g. First Aid, ice rescue, boating, quads, snowmobiles, winching, workplace violence prevention etc.);
 - Developing and implementing a communication and messaging strategy including the use of various media to maximize distribution and learning opportunities (e.g. newsletter, presentations, events, utilizing internal web applications).
4. The position is responsible for developing and maintaining effective and productive internal and external working relationships to facilitate an integrated safety culture and leverage knowledge and information in the development and implementation of divisional health and safety programs. This is accomplished by:
- Liaising with cross-ministry peers for networking/information sharing purposes and to facilitate cooperation, consistency and alignment of Branch Safety Plans, safety programs and initiatives. Provide collaborative delivery of services throughout the department, including proactively identifying opportunities to share resources between branches in development of cross-divisional programs, initiatives and services;
 - Actively participating on workplace and departmental OHS committees and working groups to share information and ensure consistent program delivery that aligns with GOA and Ministry OHS program and plans;
 - Proactively establishing productive relationships with internal and cross-ministry resources for expert knowledge and information sharing (e.g. Wildfire safety specialists, Biologists, Business Continuity specialist, communities of practice);
 - Coordinating information sharing and training opportunities with external stakeholders to support employee safety (e.g. initiatives with other building occupants, police agencies, Alberta Health Services, municipalities).

Problem Solving

Typical problems solved:

The position acts as the primary branch contact to lead, facilitate and coordinate the development, implementation and enhancement of Branch OHS plans in conjunction with GOA and Ministry OHS plans and programs.

The position is a department resource and works within the broadly defined area of occupational health and safety, and is guided by legislation and OHS best practices to provide advice, identify solutions and to make recommendations to management, OHS committees and worksite staff regarding a wide range of health and safety issues.

The position provides technical and process opinions and advice in relation to staff and management concerns on a variety of health and safety topics which may involve research and referencing various technical and operational resources (legislation, OHS codes and standards, policies, procedures) to provide advice and recommendations to staff and management. Often issues presented are complex therefore requiring analysis to reach a conclusion and associated recommendations.

Through audits, site visits, monitoring and investigations, the position analyses information and data to recommend program design and delivery changes including changes to OHS policies, procedures and practices.

Through collaboration and consultation with cross Ministry peers as well as OHS and Business Continuity

colleagues, the position provides recommendations regarding changes to programs, procedures and practices.

Types of guidance available for problem solving:

This position can expect guidance from their supervisor, other managers in the department, and from OHS experts in PSC, or in other ministries, and from professional safety associations.

Direct or indirect impacts of decisions:

The advice and support provided by the ROC to branch management and staff may have both direct and indirect impacts to improving safety processes in the department, thereby driving the intent to provide a safe work environment for all employees.

Key Relationships

Major stakeholders and purpose of interactions:

This position will have ongoing and regular contact with a variety of staff, management and external stakeholders regarding the implementation, maintenance, and enhancement of the department OHS program and initiatives as well as providing regional staff with the tools and knowledge to enable and instill safety practices and culture in the workplace.

Internal

Director - Frequent and ongoing - provides updates and recommendations; receive guidance on priorities and identify opportunities and recommend solutions.

Regional OHS Coordinator Colleagues: To work as a team, share information, collaborate, coordinate and provide consistent recommendations to policy, procedures, and practices.

Worksite Managers: To work with the Business Continuity Officer and assist Worksite Managers to ensure worksite committees are in place and are advised appropriately.

Branch Management and Staff: To provide information, training, advice, direction and problem solving to implementation the department safety program.

External

Cross Ministry resources/specialists (OHS specialists in HR, Wildfire Safety specialist, Business Continuity specialist, OHS website coordinator, HR employee engagement/wellness representatives, and GOA Enforcement Agencies): To share and exchange information and collaborate on support, training and information sessions.

External stakeholders: To gather/share information and knowledge, and discuss issues with:

- Alberta Construction Safety Association (training partner for COR audits);
- Alberta Infrastructure/Building Managers regarding FERP, facilities concerns;
- Other building occupants, through the FERC, regarding site specific safety issues;
- Contractors/Vendors - site issues, training etc.;
- Municipalities;
- RCMP as required;
- Alberta Health for public health issues;
- Jobs Economy and Trade - liaison with OHS Officers.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	

If other, specify:

Occupational Health and Safety and at least 2 years experience.

Job-specific experience, technical competencies, certification and/or training:

Completion of an occupational health and safety diploma or degree program from a recognized post-secondary institution and at least 2 years experience working in a health and safety coordinating role in a large organization with a multi-faceted field operations environment.

The position requires sound knowledge and understanding in the following areas:

- OHS legislation, regulations, standards and codes;
- GOA Occupational Health and Safety program and safety program training components;
- National Safety Code;
- FIT test certification for respirators;
- Certificate of Recognition audit process (CoR auditor certification preferred);
- Various health and safety hazards (e.g. chemical/occupational hygiene, ergonomic hazards, hazards associated with a variety of materials/equipment);
- Incident investigation techniques and processes;
- Safety management systems for multi-disciplined work areas;
- Project management methodologies, practices and processes.

The position requires the following skills and abilities:

- Excellent interpersonal skills to develop productive working relationships;
- Effective written and verbal communication skills;
- Consultation, facilitation and issues resolution skills including consensus building, encouraging and motivating;
- Time management and client relations skills;
- Strong analytic and problem solving skills;
- Organization, coordination and project management skills;
- Ability to work independently as well as within a team environment;
- Ability to effectively engage a variety of stakeholders from diverse backgrounds;
- Ability to work cooperatively and productively with others to achieve agreed upon goals and set up inclusive and collaborative programs/initiatives;
- Ability to weigh multiple perspectives to maximize results and recommend the most appropriate solution.

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to	The ROC is the OHS expert for branches and as such should be seen as the go to individual for all

		<p>understand a problem</p> <ul style="list-style-type: none"> • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<p>things health and safety. During a site visit for example, the ROC should look for ways to improve current procedures and processes carried out by staff, specifically higher hazard activities in the field. They should actively participate in staff activities to observe practices and procedures to look for improvement.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>The ROC must develop and maintain close working relationships with their clients to establish trust in what advice is being given to improve safety practices and procedures. Good working relationships will help staff trust and therefore implement safety advice given.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	<p>Safety is everyone's business. As the expert, the ROC must be grounded and calm in all situations, to enable others to be a part of the solution. The ROC is not intended to be an expert in all functions carried out by staff, so it's imperative that they collaborate extensively with staff to understand their work and provide the best possible advice and support.</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to 	<p>The ROC is there to help ensure all staff are safe at work, every day. To do this they must have the drive to improve all aspects of their profession and, in turn, the practices and</p>

		achieve outcomes • Aims to exceed expectations	procedures carried out by staff. They should hold staff and managers to account and help them keep health and safety front of mind.
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Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____	_____	_____
Employee Name	Date yyyy-mm-dd	Employee Signature
_____	_____	_____
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
_____	_____	_____
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature