

IDENTIFICATION

Job Title:	Occupational Health, Safety Specialist	Division:	Infrastructure
Title of Immediate Supervisor:	Director Infrastructure	Position Number:	
Supervisor's Title:		Effective Date:	

Purpose of the Role

The Occupational Health and Safety Specialist is responsible for fostering a safe and healthy workplace and is accountable for the oversight and development of the Occupational Health Safety (OHS) programs of the institution. This position ensures legislative requirements are met, or exceeded, and provides guidance on best practices and new approaches to reduce the incidence of workplace illness and injury and the impact of non-work related illness and injury for all Yukon University employees.

Key Responsibilities

The position is responsible for,

- Managing the development, implementation and revision of the university's OHS program which integrates leadership & commitment; hazard identification & risk assessment; risk management & control; evaluation & corrective action; strategic review & continuous improvement.
- Oversight of the management of medical absences & disability management, including sick leave, long-term disability, workers compensation and accommodation claims in accordance with governing legislation, collective agreement language and best practice. This may require seeking legal expertise (internal or external), working with the University's wellness provider, functional abilities assessments and managing return to work programs.
- Providing guidance and consultative advice to employees, management, joint union/management committees, human resources and other workplace departments or committees on issues related to disability, OHS and wellness, including interpretation of policy, procedure, collective agreement language and legislation.
- Ensuring compliance with appropriate legislation such as the Workers Safety & Compensation Act, Human Rights legislation and amendments of any applicable policies and legislation/best practice to make recommendations for program implementation and revision as required.
- Coordinating the required OHS Committee Meetings including Agenda development and follow up on action items.
- Developing templates as required to support the OHS and Wellbeing programs.
- Providing training to employees and leaders on their legislative accountabilities with respect to Hazard Assessments, workplace inspections, investigations and incident reporting and follow up.
- Reporting to the OHS Committee on progress made with required training, inspections and follow up on reported incidents.

People Leadership

The Specialist will provide direction to members of the OHS Committee, to HR employees, university committees, employees and leaders with respect to OHS legislative requirements, policy and processes related to OHS and Wellbeing programs of the university.

JOB ELEMENTS

Decision - Making

The Specialist will make recommendations to the Director of HR regarding policy, process and training and the tools required to support the for the OHS and Wellness portfolios.

The Specialist will make decisions regarding the need to investigated incidents, follow up required on reported incidents and appropriate procedures to follow around employee wellness recommendations and appropriate follow up. Decisions will be made both independently and in consultation with HR, WCB, Manulife or other Yukon U employees as required.

Communication and contacts

Daily interaction with Human Resources, members of the OHS Committee, employees and leaders within university faculties and departments including employees in Community Campuses. Ongoing communication with Campus Security employees regarding incident reports and appropriate follow up. Communication will be in person, via email, teams and telephone.

The Specialist will have regular communication with Manulife and Workers Compensation when supporting employee illness and injury claims.

Knowledge and Experience

A post-secondary degree in Health & Safety, Disability Management or equivalent with a minimum of 3-5 years of progressive health & safety, disability management and wellness experience in a public sector, unionized environment preferred. Equivalent combinations of education and experience may be considered.

WORKING CONDITIONS

Specific Working Conditions & Requirements

Indicate any exceptional or challenging working conditions and/or requirements associated with this position (for example, requirements to respond to clients in opposing time zones, to travel extensively, physical effort, which are an inherent part of the job, etc.).

The position will be based in Whitehorse out of the Ayamdigut Campus but will be required to travel to the community campuses as required.