

Yukon University
Statement of Qualifications
Occupational Health & Safety Specialist

Department: Student & Infrastructure Support

Location: Whitehorse

Date: June 2025

Essential Qualifications (assessed in screening process)

Education and Training -Post-secondary degree or coursework in Occupational Health and Safety or related field

Demonstrated Abilities

- Experience performing accident/incident investigations, workplace safety inspections and job hazard analysis
- Excellence and innovation developing and communicating best work safe practices
- Proficiency using integrated databases including Word, Excel, and Outlook.
- Strong communication skills

Licences/certificates: -Valid Driver's license

Conditions of Employment: -First Aid Certification or willingness to obtain within 3 months

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Of applicable Occupational Health and Safety legislation.
- K.2 Of incident reporting requirements, safety compliance inspections including hazard analysis and safe work procedures
- K.3 Of basic computer skills using integrated databases, Word and Excel (is this knowledge or ability?)
- K.4 Of current and leading edge best practices in the field of Occupational Health and Safety

Abilities:

- A.1 To advise on improvements in tracking and reporting procedures.
- A.2 To provide training to staff and students on occupational safety issues.
- A.3 To exercise good judgment and discretion
- A.4 To develop controls for identified hazards and coordinate the implementation of controls from the results of hazard analysis.
- A.5 To inspect and advise on safe work practices.
- A.6 To assist in new employee orientation training
- A.7 To compile, analyze, interpret, and report accidents.

Personal Suitability:

- PS.1 To foster and develop an OH&S Culture across the University communities
 - PS.1 To communicate with all members of community including senior leadership to deal with, influence and motivate others, and to promote, justify and settle matters that are often highly sensitive.
 - PS.2 Strong interpersonal skills, particularly in a multi-cultural setting
 - PS.4 Ability to provide excellent customer service;
 - PS.5 Creative, energetic and innovative
 - PS.6 Diligent, observant, reliable and flexible to changing work demands;
 - PS.7 Demonstrated leadership skills including the ability to be an effective team member to create an environment that nurtures the principles of safety
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