



POSITION GUIDELINE

POSITION: Safety Officer

DEPARTMENT: Production

REPORTS TO: Shop Superintendent

DATE PREPARED: Sept 14,2006

BRIEF DESCRIPTION OF RESPONSIBILITIES

- **Maintain appropriate confidentiality of Company, employee, customer and supplier information.**

Duties

- **Safety Management**
 - **SUPERVISORY ROLE - promoting and enforcing safety standards in the workplace.**
 - To be responsible for the development and implementation of an effective health and safety program.
 - To teach owners, managers, supervisors and employees the steps to take in developing a company-specific health and safety program
 - To provide information to participants about the benefits of having a company health and safety program.
 - Review the applicable legislation and insure compliance with Occupational Health and Safety Act and Regulations.
 - Identification of ergonomic and environmental issues.
 - **INSPECTIONS – conduct safety inspections. Prepare written reports to management prioritizing deficiencies, recommendations for corrective actions and a follow-up time frame.**
 - **INVESTIGATIONS – investigation of accidents and near misses in accordance with company policy including identification of root causes. Knowledge and understanding of legislative obligations. Present the findings and recommendations to management.**
 - **HAZARD ASSESSMENT REVIEWS**
 - Review all projects and conduct hazard assessments.
 - Hazard assessment of on-going operations.
- **COR Audits**
 - Conduct an annual COR Audit to evaluate the Company’s health and safety program.
 - Knowledge and understanding of the legislative and due diligence requirements.
 - Examine how the corporate culture affects the health and safety program.
 - Conduct effective interviews. Communicate the findings through a close-out meeting with management and the Auditor's Executive Summary Report
- **TRAINING:**
 - Conduct new hire orientations.
 - Conduct on-the-job safety training programs.
- **WHMIS Train the Trainer (Workplace Hazardous Materials Information System)**
 - Develop site-specific programs to fulfill legislative requirements
 - Evaluate worker competency through an examination.
 - **Facilitate and Control Labeling:**
 - Maintain proper labeling on controlled products.
 - Control all Material Safety Data Sheets (MSDS)



- **Safety Administration (Construction Safety Administrator)**
 - Attend and maintain minutes of the OHSC meetings.
 - Promote and maintain records of Tool Box meetings.
 - Assist in the set-up, maintenance, management and monitoring of our health and safety system.
 - Review safety concerns and analyze the safety data to help in the identification of safety trends.
 - Communicate effectively with management and co-workers regarding all aspects of the safety program.
 - Work closely with all parties to ensure everyone has the information and tools required to safely fulfill their duties.
 - Make justifiable recommendations to management with regard to expanding the health and safety management system.

- **Confined Space / Respiratory Protection**
 - Identify requirements for confined space work and the kinds of hazards that can be present in the workplace.
 - Knowledge of various types of respirators available including their proper selection, fit, care and maintenance

- **Claims Management:**
 - Knowledge and understanding of WCB legislation.
 - Administration of an effective Claims Management Program including return to work programs, modified work programs and reporting requirements.

We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.

▪ **DESIRED QUALIFICATIONS**

- 5-7 years experience in heavy industry with 3-5 years in safety management.
- Certification as a SCSA C.S.O. or have equivalent recognized certification.
- Certified Safety Instructor in:
 - Safe Operation of Overhead Cranes
 - Safe Operation of Forklift
 - Safe Operation of Snorkel Lift
 - Fall Arrest
 - Confined Space Entry
 - WHMIS
 - Lockout/Tag out
 - Air Respirator Training
 - TDG
 - CPR/First Aid
- Strong management skills
- Strong interpersonal skills and communication skills (both written and verbal)
- Grade 12

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: