Job Posting

Occupational Health and Safety Officer

The Safety Officer creates safe working conditions throughout the Municipality by enforcing compliance with the NS Occupational Health and Safety Act and Regulations. They conduct safety inspections and investigations to identify hazards; enforce applicable safety policies and legislation; and educate Municipal employees about safety standards.

The Safety Officer leads the implementation of the Municipality's Health and Safety Program and is a resource to the Joint Occupational Health and Safety Committee. They ensure that safety responsibilities are clearly defined and understood, and there is accountability in implementing safety measures.

See below for detailed position description and salary.

Deadline for resumes is Thursday, April 17, 2025, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Occupational Health & Safety Officer"

Administration Department

Job Title
Occupational Health and Safety Officer

About the Role

The Safety Officer creates safe working conditions throughout the Municipality by enforcing compliance with the NS *Occupational Health and Safety Act* and *Regulations*. They conduct safety inspections and investigations to identify hazards; enforce applicable safety policies and legislation; and educate Municipal employees about safety standards.

The Safety Officer leads the implementation of the Municipality's Health and Safety Program and is a resource to the Joint Occupational Health and Safety Committee. They ensure that safety responsibilities are clearly defined and understood, and there is accountability in implementing safety measures.

This position reports to the Deputy CAO.

Responsibilities and Duties

a. Lead the effort to ensure that the Municipality operates in compliance with applicable safety legislation and standards, including the NS *Occupational Health and Safety Act* and *Regulations;* NS Worker's Compensation Board requirements; and Municipal policies and by-laws.
b. Development, implement, and manage a safety training program including orientation of new hires, arranging safety courses to ensure employee safety credentials are current and managing the records.
c. Act as the Municipality's First Aid Coordinator; organize first aid training for employees; and manage employees designated as First Aid Attendants.
d. Conduct and report on regular Departmental safety audits, with assistance from the JOHS Committee members on all Municipal sites, including Fire Departments.
e. Develop and reporting system to monitor Municipal employee's compliance with safety standards.
f. Review and investigate incident reports and make recommendations.
g. Develop, implement and manage a program to assess safety equipment and make recommendations for improvement.
h. Conduct risk assessments, observe workplace behaviours and conduct worksite inspections to assess compliance with safety standards
i. Assist with drafting safety related policies and procedures.
j. Coordinate the Joint Occupational Health and Safety (JOHS) Committee to ensure that safety standards are met and there is accountability for assigned roles.
k. Perform other duties as assigned or required.

Qualifications

a. A degree or diploma from a recognized college or university or an equivalent combination of education and experience related to health and safety, enforcement or construction.
b. A minimum of two years of experience in a position related to occupational health and safety.
c. A valid Nova Scotia driver's license.
d. Extensive knowledge of health and safety legislation, including the NS *Occupational Health and Safety Act*, *Regulations* and requirements from the NS Worker's Compensation Board.
e. Strong analytical and problem-solving skills.
f. Ability to work independently and make sound decisions.
g. Demonstrated interpersonal and communication skills.
h. Excellent organizational skills.
i. Experience using Microsoft Office programs.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	$67,495	$69,985	$72,474	$74,964	$77,453	$79,943

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Compressed work week policy
- Employee wellness and social programs

This is a full-time position based at the Municipality's offices located in Springhill, Nova Scotia.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment, it can be found here:
https://www.cumberlandcounty.ns.ca/government/policies/2645-personnel-policy-handbook-october-2024-1/file.html