



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Life Health & Safety and Security Specialist Administration
Position Status:	Permanent, Full-time (35 hours/week) Non-Union
Department:	Facilities
Supervision Received:	Manager, Life Health & Safety and Security
Location:	Greater Toronto Area, ON and Sault Ste Marie, ON
# of Positions:	2

PRIMARY FUNCTIONS:

A.	Health & Safety Program Support	40%
B.	Hazard Assessment, Workplace Inspections and Investigations	40%
C.	EHS Management & Emergency Preparedness	15%
D.	Other Duties	5%
TOTAL		100%

The Life Health & Safety and Security Specialist will report to the Manager, Life Safety and Security, to ensure compliance with occupational health and safety (OHS) guidelines. The department aims to establish a workplace that meets legislative, regulatory, and University standards and fosters a culture of prioritizing health, safety and well-being. The Specialist role is crucial in creating and endorsing a safe and progressive work environment across assigned campuses.



RESPONSIBILITIES:

A. Health & Safety Program Support (40%)

- Provide analytical, learning and organizational support for the development, implementation and evaluation of new and existing Environment/Health & Safety (EHS) programs such as, but not limited to, Chemical Safety, Designated Substances, Noise and Hearing Conservation, Respirator Protection, and Confined and Restricted Spaces, Lab Safety, Lockout Tag out, Machinery & Hand tools.
- In conjunction with the Manager, Life Safety and Security, review the University's EHS-related policies, procedures and programs and update them according to the latest applicable legislation and best practices.
- Contribute to developing and delivering e-learning and in-class workplace training, maintaining records of training profiles of completion and competency and preparing statistical information.
- Support the management of the Health and Safety Onboarding program.
- Provide inputs on EHS hazard control programs and best practices.
- Coordinate the first aid program, including scheduling and facilitating training courses, and maintain first aid stations, kits and supplies.
- Maintain & manage the emergency defibrillator program.
- Participates in relevant equipment and system testing, committees, programs, initiatives, etc.
- Maintain the Health and Safety boards across assigned campuses.
- Maintain current records, ensure compliance, and produce reports, where necessary.
- Support the University's hazardous waste program as per relevant internal policies, procedures, and applicable legislation.
- Provide support to ensure compliance with the transportation of dangerous and controlled substances, as required.
- Participate in the Joint Health & Safety Committees for assigned Campuses, including scheduling of meetings, minute taking, inspection schedules, etc.
- Manage and maintain contractor compliance.
- Undertake EHS initiatives and projects and take the lead as required.
- Coordinate with internal stakeholders and any additional program partners.

B. Hazard Assessment, Workplace Inspections and Investigations (40%)

- Act as a community resource and a technical partner, providing specialized knowledge-based guidance, advice and explanation to help protect stakeholders from potentially hazardous work methods, processes, or materials and support the university's scholarly, research and creative endeavors.
- Under the direction of the Manager, Life Safety and Security, conduct EHS workplace inspections, safety audits & gap analyses, and risk and hazard assessments of spaces on campus to ensure that equipment, materials, and processes do not present a safety or health hazard to Stakeholders and are in compliance with the safety standards and government regulations



- Investigate indoor air quality concerns and coordinate any required industrial hygiene sampling.
- Respond to, investigate, and track all H&S-related complaints, concerns and on-campus incidents, injuries and accidents that may result in lost work time and work refusals or stoppages, and recommend corrective actions.
- Provides trend analyses of deficiencies found, using compliance only as a minimum standard, with a focus on excellence and continuous improvement.
- Provide advice and recommendations on matters which may involve and impact regulatory compliance.
- Manage the workplace inspection database, follow up on open action items and guide stakeholders on completing work orders.

C. EHS Management & Emergency Planning and Preparedness (15%)

- Coordinate the implementation and maintenance of the EHS management system, including software implementation and the integration of components into EHS processes and other programs and procedures
- Assess the effectiveness of the EHS management system and identify areas to strengthen as well as areas for focus and improvement.
- Create user engagement and participation in the EHS management system.
- Ensure emergency management plans are developed, implemented, and maintained for areas like Fire Safety, Emergency Response etc.
- Work in conjunction with the Manager, Life Safety, and Security to coordinate and conduct emergency preparedness drills for events like Fires, Active Shooters, Bomb Threats, Lockdowns etc.

D. Other Duties (5%)

- Coordinate with the People & Culture team and liaise with The Workplace Safety & Insurance Board (WSIB) and Ministry of Labour, Immigration, Training & Skills Development (MLITSD), as required.
- Coordinate & liaise with security teams at assigned campuses.
- Other duties, as required

WORKING CONDITIONS:

Physical Effort

Minimal

Standard office work with periods of walking to conduct workplace inspections

Physical Environment

Minimal

Some exposure to hazardous chemicals or environments when conducting investigations and/or inspections

Sensory Attention

Moderate



Must concentrate on detailed/precise work while accommodating regular interruptions that require, at times, a variety of sensory inputs for a lengthy duration, requiring diligence and attention to detail

Mental Stress

Moderate

Work activities are performed with occasional exposure to one or more mental pressures but the stress would not be noticeably disruptive to work nor result in an unpleasant reaction (e.g. normal deadlines, client interactions, repetitive work, etc.)

MINIMUM QUALIFICATIONS

- Undergraduate degree in Environmental Safety, Occupational Health & Safety, or related discipline, and 3-4 years of experience working in health and safety, or an equivalent combination of education and experience, is required.
- First Aid CPR with AED certification is required.
- Knowledge and understanding of the Occupational Health and Safety Act, and associated codes, is required.
- Membership of the Association for Canadian Registered Safety Professionals Certification, or intention to work toward certification, is considered an asset.
- Excellent communication skills, both written and verbal, are required.
- Ability to work independently and in a team environment.
- Understanding of, and demonstrated ability to uphold confidentiality.
- Excellent interpersonal and communication skills with the ability to represent the university professionally in interactions with internal stakeholders and/or external communities.
- Excellent administrative and organizational skills with the demonstrated ability to take the initiative and prioritize work in a high-volume office.
- Ability to balance competing priorities and work under pressure in a dynamic environment.
- Ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Innovative problem-solver.
- Strong understanding of technology for collaboration; strong computer skills, including Microsoft applications; G-suite preferred.

Salary Scale: **\$63,007 to \$78,759 annually**



**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algonau.ca no later than 4:00 p.m. on April 18, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.