



## First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

**COMPETITION #: 9130-24-805-06**

**Position: OCCUPATIONAL HEALTH AND SAFETY OFFICER**

**Department:** Human Resources and Capacity

**Location:** Government House, Mayo, Yukon

**Status:** Regular Indeterminate

**Hours:** 75 Hours Bi-Weekly

**Posting Date:** April 17, 2024

**Closing Date:** May 1, 2024

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

This is an opportunity for ensuring compliance with health and safety regulations and best standards and practices for the First Nation of Na-Cho Nyäk Dun (FNNND). Reporting to the Director, Human Resources and Capacity the incumbent interprets legislation and provides safety advice and support to Directors, Managers, Supervisors, the Occupational Health and Safety Committee and employees.

### THE PERSON

This person likes to interpret and analyze health and safety acts and regulations providing advice and guidance in preventing liable injury and illness to employees and Citizens at FNNND. You are a planner who likes to develop, implement, investigate, and conduct safety training on required programs. Being a good communicator, you engage well with others in their safety roles and responsibilities in creating activities that create a positive safe workplace. You are comfortable with assisting in incident investigations with a focus on the hazards, root cause, corrective actions, and recommendations for improvement. You have an interest in developing and implementing motivational programs that promote a high degree of safety awareness and enthusiasm.

### QUALIFICATIONS

You attain an associate degree or diploma in Occupational Health and Safety or Grade 12 or equivalent and/ or relevant Occupational Health and Safety Certification (i.e. NCSO, CSO, or Yukon Northern Safety Network COR Courses an asset). You are knowledgeable of Canada Labour Code Part II: Occupational Health and Safety, Yukon Workers Compensation Board/ BC Work Safe and experience working in health and safety in a government environment, or any other field relevant to work to be performed. You are Workplace Hazardous Materials Information System (WHMIS) Certification designated and are aware of FNNND history, culture, demographics, goals, and aspirations.

**ANNUAL SALARY RANGE:** \$ 71, 248.00 - \$ 94, 072.00 Annually [\$ 36.41 - \$ 48.08 /hr].

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan. Subsidized housing is available.

If you are interested in this opportunity, please send Cover Letter and Resume to:

Ronalda Moses  
Human Resources Adviser  
First Nation of Na-Cho Nyäk Dun  
Box 220, Mayo, Yukon Y0B 1M0  
E-mail: [hr@nndfn.com](mailto:hr@nndfn.com)

**Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.**

## **First Nation of Na-Cho Nyak Dun (FNNND)**

**POSITION TITLE:** Occupational Health and Safety Officer (OHSO)  
**DEPARTMENT:** Human Resources and Capacity  
**SUPERVISOR:** Director, Human Resources and Capacity  
**DATE:** April 2024  
**STATUS:** Regular Indeterminate  
**CLASSIFICATION:** Level 7

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### **Job Summary:**

The Occupational Health and Safety Officer (OHSO) is responsible for ensuring compliance with health and safety regulations and best standards and practices. Reporting to the Director, Human Resources and Capacity the incumbent interprets legislation and provides safety advice and support to Directors, Managers, Supervisors, the Occupational Health and Safety Committee and employees of the First Nation of Na-Cho Nyak Dun (FNNND).

### **Main Duties:**

- Interprets and analyzes acts and regulations to provide advice and guidance to Directors, Managers and Supervisors to achieve compliance in best practices in achieving to prevent injury and illness at FNNND.
- Plans, develops, implements, and conducts safety training for new employee orientation and annual required programs.
- Inspects facilities to detect existing or potential health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented.
- Engages with management in their safety roles and responsibilities and effectively communicates what the safety responsibilities are and activities that create a positive safety performance.
- Engages with Employees while performing inspections, the Employees may have suggestions for improvement and identification and remedy of hazards.
- Assists with incident investigations, with a focus on the hazards, root cause, corrective actions, and recommendations for improvement.
- Engages with Supervisors to ensure proper Employee on the job training, competency and documentation is completed.
- Assists the Occupational Health and Safety Committee, provides advice and guidance on safety initiatives, safe work process, hazard assessments, safety policy, legislation, and publications.
- Provides safety guidance to the Occupational Health and Safety Committee in developing and implementing motivational programs that promote a high degree of safety awareness and enthusiasm.
- Establishes safety performance metrics, both leading and lagging indicators.
- Perform other related duties as required.

## **Qualifications:**

### **1) Education & Experience:**

- Associate degree or diploma in Occupational Health and Safety.
- Grade 12 or equivalent and/ or relevant Occupational Health and Safety Certification (i.e. NCSO, CSO, or Yukon Northern Safety Network COR Courses an asset).
- Knowledge of Canada Labour Code Part II: Occupational Health and Safety
- Knowledge of Yukon Workers Compensation Board/ BC Work Safe
- Experience working in health and safety in a government environment, or any other field relevant to work to be performed.
- Workplace Hazardous Materials Information System (WHMIS) Certification.
- Knowledge of the FNNND history, culture, demographics, goals, and aspirations.
- Experience working in a First Nation environment/ community.

### **2) Knowledge and Skills:**

- Excellent oral and written skills.
- Excellent time management and organizational skills.
- Ability to act in a diplomatic and confidential manner.
- Experience working with a health and safety committee, ensure committee is well functioning, training and assist as a technical advisor.
- Experience in providing technical and operational advice on health and safety matters, including compliance to Canada Labour Code Part II, local laws and other safety initiatives.
- Experience in auditing Occupational Health and Safety management systems.
- Experience in managing health and safety in government settings for 100 to 150 people.

### **3) Interpersonal Skills:**

- Client service competency delivers high-quality client service.
- Showing initiative and being action oriented.
- Working effectively with others.
- Organized, able to set priorities, meet deadlines, create reports,

### **Office Equipment Skills:**

- Computer skills (i.e. Microsoft Office – Excel, Word, Outlook, PowerPoint)
- Phone, fax, copier, scanner, projector.

### **Impact/ Accountability:**

The position is accountable for supporting FNNND in implementing legislated Occupational Health and Safety program(s) for the organization and is responsible for ensuring that these program(s) are adhered to by monitoring for effective and efficient

due diligence preventing negligent actions. The incumbent works closely with management to address the health, safety, and well-being of FNNND personnel and environmental concerns as they arise.

**Decision Making:**

The incumbent, in collaboration with the Director, Human Resources and Capacity establishes the goals and objectives of the position operational plan. The incumbent works to ensure that Occupational Health and Safety Programs and relevant legislation, policies, procedures, and systems are implemented, and monitored. The position is expected to provide support to staff so that occupational health and safety procedures are current within the workplace, and the organization responds appropriately to complaints and emergencies and meets compliance to regulations and obligations of health and safety.

**Key Personal Contacts and Nature of Contacts:**

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
NND Citizens	Create awareness of Health and Safety Program information and initiatives.
Director, Human Resources and Capacity	To receive direction, guidance from and report to.
Occupational Health and Safety Committee/ Employees	Create awareness, advise and provide support in Health and Safety Program information and initiatives.
Federal, YG, First Nation Gov't, Private Business Sector and Industry	May be asked to exchange information on occupational health and safety program regulations, policies, procedures.

**Positions to Supervise:**

- Casual Worker(s)
- Summer Student(s)

**Working Conditions:**

- Environmental: There may be the requirement to work flexible schedules over evenings and weekends in hot and cold temperatures to investigate. The incumbent should be able to travel to different work sites within the community.
- Physical: Physically fit, and may be required to bend, walk, navigate construction and natural terrain on foot, climb stairs and ladders to investigate, inspect or assess worksites.
- Personal Protective Equipment: steel-toed safety boots, safety glasses/ goggles, high visibility vest, hard hat, gloves, etc.

- Emotional: Critical and sensitive encounters may occur and require interpersonal skills when engaging with Citizens who may be upset when investigating properties.

**Conditions of Employment:**

- A pre-employment medical check is required.
- Valid Class 5 Yukon Driver's License and Abstract
- Criminal Record Check