



Position Description Safety Officer, Lesser Slave River

Position Responsibilities

Reporting to the Human Resources Manager, the Safety Officer is responsible for planning, implementing, and overseeing the municipalities' safety programs to ensure a safe and compliant working environment. This role involves developing policies, conducting safety training, performing inspections, and promoting a culture of safety among all employees

Specific Accountabilities

Job Title Duties

- **Safety Program Management:**
Develop, implement, and maintain occupational health and safety programs in compliance with Alberta OHS legislation.
Conduct regular risk assessments and hazard identifications for municipal facilities, equipment, and job sites.
Update and enforce safety policies and standard operating procedures (SOPs).
- **Inspections and Audits:**
Perform scheduled and unscheduled workplace inspections to ensure safety compliance.
Document and report on findings, recommending corrective actions where necessary.
Conduct internal audits and assist in external audits related to health and safety standards.
- **Incident Management:**
Lead investigations into workplace incidents, accidents, and near misses.
Prepare detailed incident reports, identify root causes, and recommend preventive measures.
Coordinate with Workers' Compensation Board (WCB) and other agencies as needed.
- **Training and Education:**
Deliver training sessions and workshops on safety procedures, emergency preparedness, and equipment use.
Maintain training records and ensure employee certifications are up to date.
Promote a culture of safety awareness across all levels of the organization.
- **Regulatory Compliance:**
Ensure the municipality adheres to provincial and federal occupational health and safety laws.
Serve as the primary liaison with regulatory bodies, including Alberta Occupational Health and Safety and Safety Codes Council.
Stay updated on changes to legislation and recommend necessary adjustments to policies.
- **Emergency Preparedness:**
Develop and maintain emergency response plans for municipal operations.



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Conduct drills and simulations to test emergency procedures.
Provide guidance during emergencies or evacuations.

- **Documentation and Reporting:**

Maintain accurate records of inspections, incidents, training, and compliance activities.
Prepare regular reports for senior management on safety performance and compliance status.
Monitor safety-related KPIs and suggest continuous improvement measures.

General Accountabilities

Education and Certifications

- High school diploma – *Required*
- Valid Alberta Class 5 Driver's License – *Required*
- Diploma or Degree in Occupational Health and Safety or related field. *Required*
- Certification such as NCSO or CRSP - *Preferred*
- Standard First Aid, CPR and WHMIS certifications - *Required*

Abilities and Experience

- 3-5 years of experience in occupational health and safety, preferably in a municipal or public sector environment – *Required*
- Familiarity with Alberta OHS legislation and safety codes applicable to municipal operations. *Required*
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office and Work Hub.
- Ability to train and mentor others effectively.

Applicants can email their resumes to Recruitment@mdlsr.ca with **HSO-2025** as the subject. Only qualified candidates will be invited for an interview.

Salary range is dependent on education and experience. \$78517.94 - \$103320.26 per annum.