

## **SAFETY & TRAINING SPECIALIST**

### **Management Position – Human Resources & Safety Division**

*Salary commensurate with education, experience, and qualifications*

SYNERGY NORTH distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and are seeking a full-time, permanent Safety & Training Specialist in Thunder Bay, Ontario. SYNERGY NORTH invests in the safety and wellbeing of our employees and provides a robust training program, and a comprehensive benefits package.

#### **POSITION SUMMARY:**

Under the general direction and guidance of the Manager, Human Resources and Safety, is responsible for the management of the Corporation's Safety Management System and Training Program.

1. Responsible for the ongoing maintenance of the corporate safety management system to ensure that SYNERGY NORTH (SN) complies with all Occupational Health and Safety regulations, codes, standards, and guidelines. This includes the successful implementation of health and safety programs, including, but not limited to:
  - Manages SN's hazard identification and risk assessment.
  - Conducts incident investigations, authors reports, and is the liaison with the Ministry of Labour, Training and Skills Development. Reviews all incident and inspection reports, provides recommendations, and initiates follow-up action in consultation with internal stakeholders to ensure that preventative measures have been implemented.
  - Coordinates the Early and Safe Return to Work Program, including claims management, reporting and liaison with WSIB.
  - Maintains the Emergency Response Plan and related program elements such as first aid, AEDs and developing and delivering warden training.
  - Manages hearing conservation, respiratory protection, environmental, and all programs related to designated substances including the medical surveillance program.
  - Liaises with health and safety and industry associations to monitor legislative changes and the development of best practices, codes, standards, and guidelines. Authors and/or updates programs and procedures as necessary.
  - Facilitates the evaluation of personal protective equipment (PPE) and together with Purchasing and Stores, assists in acquiring PPE and safety and related purchases.
  - Ex-officio member of internal committees such as the Joint Health and Safety Committee and the Committed to Safety Committee.
  - Coordinates Safety and Information Meetings, in collaboration with internal stakeholders.
  - Acts as a resource for the receipt and resolution of Occupational Health and Safety inquiries received from internal and external stakeholders.
  - Coordinates and maintains corporate programs such as Contractor Safety Management, Designated Substance, WHMIS, Confined Space, Safe Driving, etc.
2. Co-ordinates and administers the corporate training program, including, but not limited to:
  - Conducts training needs assessments and implementing a strategy to close any gaps.
  - Coordinates and schedules all corporate training and prepares related budget for submission. Once approved, responsible for administering expenditures within approved funding levels.
  - Delivers the corporate orientation program for new employees.
3. Acts in the absence of the Manager, Human Resources & Safety for issues as assigned.
4. Performs such other related duties as may be assigned.

#### **MANDATORY QUALIFICATIONS:**

A post-secondary degree or diploma in Occupational Health & Safety, Human Resources, Business, or a related field with a professional safety designation such as Canadian Registered Safety Professional (CRSP) or Certified Health and Safety Consultant (CHSC); combined with a minimum of five (5) years of progressive experience in managing Safety Management Systems, or an equivalent combination of education and experience. Must be competent in the interpretation and application of relevant safety and employment legislation. Demonstrated leadership and motivational capabilities with a commitment to continuous improvement and teamwork principles are required. Excellent organizational, problem-solving, conflict resolution, research, report writing and communication skills (verbal and written). Excellent computer and keyboarding skills together with a working knowledge of MS Office Suite products, database, HRIS, and presentation software.

#### **PREFERRED QUALIFICATIONS:**

Experience in the field of Human Resources Management, including labour relations experience in a unionized environment. Experience delivering training and presentations. Experience in WSIB claims management and/or insurance claims adjusting. Budget process experience (preparation and monitoring). A CHRP designation and electrical/electricity knowledge would be an asset.

#### **CONDITIONS OF EMPLOYMENT:**

Must have, or obtain within 5 years, the Canadian Registered Safety Professional Designation (CRSP). Must have and maintain a valid driver's license and vehicle. Must be willing to work overtime and/or remotely as required.

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**TESTING** To confirm ability and suitability, applicants may be required to take tests related to the job requirements and duties of the position, which may be conducted by a third party.

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Applicants are being reviewed starting at 9:00 am on **Monday, October 17<sup>th</sup>, 2022** and will continue to be accepted until position is filled by the Human Resources & Safety Division. **Please submit your resume and cover letter electronically to [recruit@synergynorth.ca](mailto:recruit@synergynorth.ca)**