



P.O. BOX 69

OHSWEKEN, ONTARIO

NOA 1M0

JUL 10 2018

**HEALTH AND SAFETY OFFICER AND/OR TRAINEE**  
**HUMAN RESOURCE, CENTRAL ADMINISTRATION**  
**FULL TIME**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday July 25, 2018**, for a full time Health and Safety Officer and/or Health and Safety Officer Trainee with Human Resources, Central Administration. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications will be accepted through [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca). **NO LATE APPLICATIONS ACCEPTED.**

**JOB SUMMARY:** Under the direction and supervision of the Human Resource Manager, the Health and Safety Officer shall coordinate, make recommendations and implement the Six Nations Elected Council Health and Safety Program in compliance with the established Health and Safety Guidelines, Procedures and relevant Legislation within the policies and procedures established by Six Nations Elected Council.

**TRAINEE PURPOSE:** The Health and Safety Officer trainee will be trained to carry out the Health and Safety Officer duties and responsibilities. The trainee will be responsible for gaining the required experience and knowledge to become the Health and Safety Officer.

**SALARY:** To Be Determined

**BASIC QUALIFICATIONS:**

- Post- Secondary Diploma or Certificate in a Health and Safety Program with one (1) year work- related experience in a Health and Safety field along with computer skills in Microsoft Word, Excel, Power Point and Microsoft Outlook OR;
- Secondary School Diploma (or equivalency) and a minimum three (3) years' work related experience working in the Health and Safety field with computer skills in Microsoft Word, Excel, Power Point and Microsoft Outlook;
- Demonstrated knowledge and understanding of audit procedures in a variety of Health and Safety areas such as Accident Investigation, Workplace Inspection and Occupational Health and Safety Committees, Personal Protective Equipment and Emergency Measures;
- See attached job description for other qualifications.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1:**

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Health and Safety Officer – Full Time**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69  
Ohsweken, Ontario N0A 1M0

**OR**

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

**Method #2:**

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. Scan and email all documents listed above to [recruitment@sixnations.ca](mailto:recruitment@sixnations.ca).



## HUMAN RESOURCES DEPARTMENT

**POSITION TITLE:** Health & Safety Officer

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Manager of Human Resources and works collaboratively with Health and Safety Committees of Six Nations Council.

**PURPOSE AND SCOPE OF THE POSITION:**

The purpose and scope of the Health & Safety Officer is to coordinate, make recommendations and implement the Six Nations Elected Council Health & Safety Program in compliance with the established Health & Safety Policy, Guidelines, Procedures and relevant legislation for the Six Nations Elected Council work place and employees.

**DUTIES AND RESPONSIBILITIES:**

**1. TECHNICAL**

- Directs employees who are found to be working in violation of any health and safety policies; documents same and forwards to the appropriate department manager/supervisor for review with recommendation for corrective action;
- Inspect workplaces to ensure equipment, layout or materials do not present a safety or health hazard to employees or to the general public;
- Investigate workplace accident/incidents/near misses and files reports with follow up to department directors as required;
- Develops and coordinates ongoing training for First Aid/CPR training, WHMIS and other specific training for employees with annual updates as required;
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Manager of Human Resources and the Emergency Control Group;
- Active member of the Emergency Management Planning Committee;
- Organize and coordinates the annual events such as First Nations Health & Safety Conference and Health & Safety Week during the North American Occupational Safety and Health Week.
- Maintains and monitors files for WSIB cases by communicating with the Workplace Safety Insurance Board, employees and supervisors and follow up on injuries, functional assessments and early and safe return to work

## **2. ADMINISTRATIVE**

- Develops, recommends and following approval, coordinates the implementation and administration of the revised health and safety policies, guidelines and procedures for Six Nations Elected Council.
- Works with the Six Nations Health and Safety Committees, and ensures consistency throughout the organization;
- Reviews all accident/incidents/near misses reports submitted as per Healthy and Safety program, and coordinates the necessary corrective actions and maintenance of statistics;
- Participates in the preparation of the annual health and safety operating budget;
- On a quarterly basis, reviews the operations as to making recommendations to appropriate departments and committees regarding the promotion of safe working conditions and related training requirements;
- Performs other related duties as may be required by the Manager of Human Resources/Director of Finance and/or Six Nations Council Health & Safety Committees;
- Preparation of meeting agendas for the Policy Health & Safety Committee along with secretarial functions by recording minutes for meetings and preparation of minutes, follow up memorandums for the Committee.
- Coordinates Health and Safety Committee elections when necessary
- Prepare plans and reports as required

## **3. COMMUNICATIONS & LIAISON**

- Coordinates the requirements according to the Six Nations Health & Safety policy, guidelines and procedures when a critical injury or death occurs, and leads the accident investigation of such an injury;
- Develops/coordinates/conducts health and safety orientation for all new employees, and additional training for all Six Nations employees in relation to the Six Nations Health and Safety policy, guidelines and procedures;
- Keeps abreast of changes in the training and development field, makes suggestions to the Committee on new programs and opportunities which would potentially benefit the Six Nations Council;
- Provide information to employers, employees and the general public on issues of public health, environmental protection and workplace safety;
- Advises Council of irregularities or problems which arise in the Health & Safety Officer's area of responsibility.
- Works collaboratively with all Six Nations Council departments in the duty to accommodate injured workers for early and safe returns.

### **WORKING CONDITIONS:**

Work involves some physical and mental stress; required to work outside in inclement weather conditions; requires extensive interaction with the public; subject to deadlines, interruptions, and some unscheduled hours; ability to work independently and/or supervise and instruct.

## **WORKING RELATIONSHIPS:**

### **With the Manager of Human Resources:**

Receives direction, guidance and encouragement; provides health and safety standards, inspection reports, etc.

### **With the Health & Safety Committee:**

Recruitment direction, and provides reports, recommendations and implications as required.

### **With Other Staff Members:**

Courtesy, co-operation and teamwork with all staff.

### **With the Public:**

Represents and promotes Health & Safety issues at Six Nations in a courteous, positive and co-operative manner, provides information and assistance.

### **With External Agencies:**

Represents and promotes Six Nations interests and maintains awareness of legislation, policy and program changes; seeks to develop sound professional working relations.

## **KNOWLEDGE AND SKILLS:**

### **Minimum Qualifications**

- Must have a post-secondary Diploma or Certificate in a Health & Safety Program with one (1) year work-related experience in a Health & Safety field along with computer skills in MS Word, Excel, PowerPoint and Microsoft Outlook OR
- Secondary School Diploma (or equivalency) and three (3) years work-related experience working in the health and safety field with computer skills in MS Word, Excel, PowerPoint and Microsoft Outlook.
- Other Health and Safety related training courses

### **Other Preferred Qualifications**

- Demonstrated knowledge and understanding of audit procedures in a variety of Health and Safety areas such as Accident Investigation, Workplace Inspection, and OH&S Committees, Personal Protective Equipment, and Emergency Measures;
- Related work experience and familiarity with CSA standards and other health and safety issues is a definite asset;
- Ability to prepare detailed reports and plans budgets;
- Possess initiative and ability to work independently;
- Must possess excellent supervisory, organizational and communication skills;
- Must have in-depth knowledge of relevant legislation, regulations and guidelines;
- Must possess good verbal and written communication skills, as well as strong interpersonal skills and ability to take direction;

- Must have good planning, problem solving and organizational skills;
- Must be willing to work flexible hours;
- Must have and maintain a valid driver's license and reliable transportation;
- Must provide a criminal reference check.

**IMPACT OF ERROR:**

Errors in carrying out duties could result in financial cost and loss of credibility or legal/financial liability to Six Nations Council; errors in conduct could result in poor public relations; errors in duties could result in harm or injury to employees, and the public. Errors in conduct could result in poor staff relations.

**CONTROL:**

Guiding principles set by the Health & Safety Committee and Six Nations Council. Works with the administrative policies and procedures established by Six Nations Council and other legislation provided by the respective government agencies.



**APPLICATION FOR EMPLOYMENT**  
With the Six Nations Council

**PART I GENERAL INFORMATION**

<b>Application for: (Job Title)</b>			<b>Closing Date:</b>		
<b>Name of Applicant:</b>	<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Band &amp; Number(if applicable)</b>	
<b>Mailing Address (R.R.#, Blue # &amp; Address)</b>			<b>Home Phone.</b>	<b>Alternate Phone No.</b>	
<b>City or Town or Village</b>	<b>Province</b>	<b>Postal Code</b>		<b>Email Address</b>	
<p><i>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</i></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you have previously worked for Six Nations Council, please answer the following:</p> <p>Length of time worked _____ Months _____ Year(s)    Dates Employed: _____</p> <p>Reason for Leaving _____</p>					
<p>Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Have you ever been convicted of a criminal offence for which a pardon has not been granted?    <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Do you wish to work      <input type="checkbox"/> Full-Time      <input type="checkbox"/> Part-Time      <input type="checkbox"/> Temporary/Casual</p> <p>Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>					

**PART II EDUCATION**

Year Last Attended	Secondary School					College or University					Graduate or Professional					
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5	
Level Completed																
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

**PART III WORK HISTORY****I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

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**II Previous Employer**

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

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**III Previous Employer:**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name &amp; Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties &amp; Responsibilities:

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We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. \_\_\_\_\_
2. \_\_\_\_\_

**\*\*PLEASE READ CAREFULLY\*\***

**YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM**

By signing this application you are consenting for this employer to contact your previous employers for references.

**Authorization:**

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

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 Applicant's Signature

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 Date