

**Our priority is the health and wellness of employees and the people of Ontario. As such, this position may involve working from home for all or part of the duration of this position. The WSIB model mixes working from home, office and field. When it is safe to do so, this position may be asked to work in an office.**

#### **About the Workplace Safety and Insurance Board (WSIB)**

We're here to help. When an injury or illness happens on the job, we move quickly to provide wage-loss benefits, medical coverage and support to help people get back to work. Funded by businesses, we also provide no-fault collective liability insurance and access to industry-specific health and safety information. We are one of the largest insurance organizations in North America covering over five million people in more than 300,000 workplaces across Ontario. For more information, visit [wsib.ca](https://wsib.ca).

At the WSIB, you'll have the opportunity to:

- explore many career paths and follow your passion
- continuously learn and grow professionally
- be recognized for the great work you do
- participate in programs that support your health and wellbeing

You'll also receive a competitive salary and may be eligible to participate in our health and dental plan.

**This is a temporary opportunity for up to 6 months.**

**From: \$86,640.55**

#### **Job Summary :**

Conduct desk and on-site (in person or virtual) validations, provide direction and guidance to employers on the implementation of Health and Safety Excellence Program requirements to facilitate the elimination/reduction of workplace injuries, illnesses and fatalities in their workplace. Provide Providers, WHSS and participants with expert advice, health and safety information and support, to ensure the successful implementation of health and safety topics. Provide input to setting program standards and continuous improvement initiatives

Note: Requirement to travel throughout the province with overnight absence from home to conduct validation, deliver presentations/seminars, attend partnership meetings and conferences.

#### **Major Duties & Responsibilities**

1. Conduct desk and on-site (in person or virtual) validations of program topics submitted by program employers against Health and Safety Excellence Program guidelines to assess, evaluate and determine topic completion or incompleteness.

- Creating the risk profile from research for each individual employer to objectively evaluate information through interviews, observations and review of documentation to validate the application and, implementation of program guidelines;
- Validating the narrative story and evidence submission against the Health and Safety Excellence Program guidelines;
- Conducting validations following generally accepted audit principles; which includes a review of the employer documentation, potential interviews and observations during an onsite validation based on appropriate sampling size;

- Recognizing member success, educating and/or guiding employers in the selection of new health and safety topics for their action plan to assist in controlling workplace hazards that contribute to workplace injury/illness;
- Identifying trends/issues based on validation documents and recommending practical, effective solutions consistent with WSIB policy, HSEP guidelines;
- Preparing tailored validation decisions based on the judgement and findings of the validation to provide employer with validation results, rationales and opportunities for improvement to consider for current and future topic submissions;
- Notifying employers and providers based on the potential and actual validation results that may trigger one of the following: additional evidence required, on-site visit and/or eligibility/ineligibility for financial rebate;
- Leading meetings with employers and providers to identify trends and opportunities to improve evidence submission requests;
- Leading large validation submissions by delegating topics and facilitating discussions for review and narrative decisions;
- Addressing reconsideration submissions by reviewing and evaluating the information to explain the rationale for upholding the validation and/or reconsidering evaluation findings as necessary;

2. Provide subject matter expertise to program design and evaluation for process consistency, tool quality, and customer service by:

- Providing subject matter expertise and feedback on validation strategy, tools and guidelines as required and/or as legislative changes occur against emerging trends and emerging regulatory requirements to identify gaps;
- Sharing knowledge and experience to improve validation tools and templates to ensure consistent application of HSEP standards and requirements;
- Leading and participating in calibration discussions related to the consistent application of the validation guidelines.
- Collaborate with external interest groups (i.e. – Occupational Health & Safety system representatives) to address and implement safety initiatives. Build valuable networking relationships through validation work.
- Coordinating validation feedback with the Providers to inform their guidance and affect future validation submissions

3. Engage and communicate Health and Safety Excellence Program benefits to employers to increase knowledge and help them implement health and safety initiatives that will reduce the risk for workplace injuries/illnesses by:

- Facilitating Health and Safety Excellence Program awareness sessions by highlighting the business case and benefits of the program using adult learning principles and to provide access to resources that will influence employers to develop and implement sustainable health and safety topics;
- Ensuring program content meets the specific needs of businesses, industry sectors or participant groups;
- Providing input and field intelligence to the development of webinar materials, power point presentations and supplementary materials based on needs analysis;
- Providing feedback on the development of marketing materials;
- Promoting and explaining eligibility opportunities for financial rebate and non-financial recognition upon achieving specific health and safety milestones to motivate and influence employers' investment in health and safety programs
- Providing feedback on program evaluation tools to measure the following: effectiveness of tools, employer engagement, and overall program effectiveness.
- Establish and strengthen relationships with employers to identify and support their health and safety needs and while facilitating relationships with providers to enroll employers in the program;
- Identify and develop regional engagement approaches and implement retention tactics to promote achievement of engagement, enrollment and retention strategy and regional plans.

4. Participate in projects/meetings at the team and division level to support the development and implementation of program enhancements by:

- Engage in project work to make improvements within manager expectations and set timelines;
  - Participating and presenting in meetings and providing health and safety subject matter expertise as it relates to the HSEp.
  - Making recommendations to manager for increasing efficiencies and effectiveness of Health and Safety Excellence Program
5. Demonstrating professional conduct in order to foster and strengthen the relationship with employers and participants,
6. Act as a liaison to WSIB staff and OHS system partners by providing advice and guidance on Health and Safety Excellence Program by:
- Staying up-to-date/connected on issues related to employers in Ontario;
  - Representing WSIB, Health, and Safety Excellence Program and participating as a working member on committees to collaboratively address and implement health & safety initiatives;
  - Presenting at WSIB team meetings (e.g. Operations - RTW), OHS system partners;
  - Responding to individual enquiries (phone/email), researching the issue and referring the individual to the appropriate resource or contact internal and external to the WSIB;
  - Reviewing RTW program within third party audits for the Ministry of Labour Trade and Skills Development (MLTSD) supporting Ontario's accreditation program.
7. Staying up-to-date/connected on issues related to Health and Safety in Ontario as well as other health and safety system priorities; presenting at WSIB team meetings (e.g. WSIB internal parties, OHS system partners);
8. Leading and mentoring new staff to the WHSS program and new Validation role.
9. Perform other related duties as assigned or required.

## Job Requirements

### Education

- University completion at undergraduate level with a certificate in Occupational Health & Safety (college/university level) or Canadian Registered Safety Professional or Certified Safety Professional or Certified Health Safety Consultant Designation

### Experience

- Five years prior experience in Health and Safety.

### Our commitment to equity, diversity and inclusion

We respect and value the diversity of our people. We strive to create an environment where employees can be themselves and where our differences are celebrated.

The WSIB is committed to being accessible and inclusive, and following barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please let us know when we contact you and we will work with you to meet your needs.

### Disclosing conflicts of interest

As public servants, employees at the WSIB have a responsibility to act in an ethical way at all times to create a respectful workplace and maintain public trust. Job applicants are required to disclose any circumstance that could result in a real, potential or perceived conflict of interest. A conflict of interest is any situation where your private interests may impair or be perceived to impair the decisions you make in

your official capacity. This may include: political activity, directorship, other outside employment and certain personal relationships (e.g. with current WSIB employees, customers and/or stakeholders). If you have any questions about conflict of interest obligations and/or how to make a disclosure, please contact the Talent Acquisition Centre at [talentacquisitioncentre@wsib.on.ca](mailto:talentacquisitioncentre@wsib.on.ca).

### **Privacy information**

We collect personal information from your resume, application, cover letter and references under the authority of the Workplace Safety and Insurance Act, 1997. The Talent Acquisition Centre and WSIB hiring parties will use this information to assess/validate your qualifications, determine if you meet the requirements of vacant positions and/or gather information relevant for recruitment purposes. If you have questions or concerns regarding the collection and use of your personal information, please contact the WSIB's Privacy Office at [privacy\\_office@wsib.on.ca](mailto:privacy_office@wsib.on.ca). The Privacy Office cannot provide information about the status of your application.

As a precondition of employment, the WSIB requires that prospective candidates undergo a criminal records name check any time before or after they are hired.

**To apply for this position, please submit your application on the WSIB Careers Site - <https://www.wsib.ca/en/careers> - by September 28, 2021.**