

## **Made Safe Job Posting: Safety Advisor**

### **Purpose, Duties and Responsibilities, and Working Conditions**

**Job Purpose:** To provide expert safety and health knowledge, advice, training, and support to manufacturing organizations across Manitoba.

#### **Job Duties and Responsibilities:**

- Focus for the first twelve months will be:
  - Leading Made Safe's Respirator fit testing program, including travelling to Members' sites to conduct quantitative fit tests. Also includes maintaining the Portacount and accessories and the download, analysis, and reporting of the collected data.
- Advise and support Manitoba manufacturers with safety and health related items
- Support the hazardous noise assessment program through pick up and drop off of the personal noise dosimeters as well as learning to perform hazardous noise assessments.
- Conduct meetings with Member companies' safety personnel to discuss safety issues and recommendations
- Provide guidance and knowledge within the Made Safe team on safety and health items, including monitoring for changes to standards and legislation
- Provide guidance and support to Member organizations pursuing SAFE Work Certification
- Audit organizations pursuing or maintaining SAFE Work Certification
- Delivery of safety and health training:
  - at Made Safe's Winnipeg location and across Manitoba
  - in-person and via online webinars and hybrid sessions
- Creation of new training content and review and revision of current training content
- Research and development of additional safety and health resources to assist Manitoba manufacturers improve their safety and health programs and reduce workplace injuries
- Assist the Consulting Services Manager, Program Director, and/or Executive Director with other duties as assigned

#### **Work Environment:**

- Usually in an office, vehicle, or training room environment,
- Sometimes on a manufacturing shop floor or outside, in hot or cold conditions

#### **Physical Demands:**



- Able to lift and carry containers up to 22 kg
- Able to deliver in-person training for a full day, including being on your feet for eight hours

**Requirements:**

- Valid Class 5 vehicle driver's license
- Reliable transportation to the Made Safe Office, company vehicle is expected to be used for work travel

**Travel:** single-day or multi-day travel across Manitoba will be required

**Position Type:** Full-time, permanent

**Hours of Work:** Monday to Friday, 8:00 am to 4:00 pm, but some schedule flexibility is required, including some early mornings, evenings and weekend time

**Vacation:** 3 weeks per year

## **Education, Experience and Competency Requirements**

**Requirements: Education, Qualifications and Experience:**

- Occupational Health & Safety education, certification and experience (achieved or pursuing)
- Professional safety designation such as CRSP, CHSC (achieved or pursuing)
- Thorough knowledge of safety management systems
- Previous experience in manufacturing environments an asset
- Adult learning/corporate training education, certification and experience an asset

**Requirements: Additional Competencies:**

- Basic Industrial Hygiene
- MS Office including specifically PowerPoint, Word, Excel, and Outlook
- Customer service
- Communication - verbal and written
- Report writing
- Problem solving
- Self-managing and self-directing
- Professional, punctual, organized and detail-oriented team player
- Continual learning and improvement



## **Further Details**

**Reports to:** Executive Director

Made Safe offers a competitive salary, pension, and benefits package, as well as free parking, access to company vehicles, and ongoing opportunities for professional development. We take pride in our team and workplace culture.

## **About Made Safe**

An initiative of CME Manitoba, Made Safe is the Industry-Based Safety Program (IBSP) for manufacturers in Manitoba. Made Safe is dedicated to the prevention of injuries in the manufacturing sector. As the manufacturing sector certifying partner for SAFE Work Certification, Made Safe is supported by SAFE Work Manitoba. Made Safe provides health and safety training, consulting and services designed specifically for the needs of the manufacturing work environment, making it easier for employers and workers to ensure workplaces are safe and productive.