



JOB DESCRIPTION

Job Title: Safety Advisor Position Number: 97-02
Incumbent: VACANT Effective Date: October 2026
Status: Term-20 Months Pay Level: 9 Bargaining Unit: X Yes No
Supervisor's Title: Manager, Health & Safety Department: Health & Safety

SUMMARY

Works in a team based environment and performs a range of Health and Safety activities for the Corporation. Conducts various safety orientations, audits and inspections; conducts accident/incident investigations; and develops, reviews and updates safe work procedures, and practices. Ensures the accuracy and completeness of documentation in compliance with all applicable legislation, regulations and codes. All work shall be carried out and properly documented in accordance with safety best practices and utility operational standards.

Responsible to provide support, coaching, guidance and mentoring to managers, supervisors, field employees and contractors with respect to Health and Safety requirements. The position supports compliance with and the assurance of health and safety related policies, processes, and procedures. The position will also be responsible for providing support and guidance in the implementation, maintenance, and improvement of the Health & Safety Management system.

In addition to Health and Safety Management System maintenance and improvement tasks, the position has a leading role to play in operationalizing safety culture and practice including, conducting site visits, supporting incident investigation, promoting continual safety performance improvement, conducting inspections and audits, reporting findings and monitoring completion of the identified improvement opportunities.

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1. Assists the Manager, Health and Safety to ensure documentation is current, applicable to the work environments and follows utility standard Health and Safety policies and procedures.
2. Conducts safety orientations and work site safety audits. Maintains COR Internal Auditor status.
3. Takes a lead role in the coordination, development and maintenance of an effective Safe Standards Manual for the Corporation.
4. Performs job site safety inspections including field level hazard assessments to ensure safe work practices. Writes related reports and makes recommendations.
5. Monitors adherence to company safety program by all employees and contractors.
6. Conducts accident/incident investigations. Writes related reports and makes recommendations.
7. Develops safe work procedures, practices and programs in compliance with applicable legislation, regulations, codes, utility practices, and corporate requirements.

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8. Communicates and provides training for safe work practices, procedures and programs and ensures that documentation is readily available.
9. Coordinates documentation for inclusion in reports; works with Manager to identify and analyze trends.
10. Develops, maintains, and updates document control database on SharePoint. Issues, distributes, and updates controlled manuals.
11. Attends Operations department safety meetings and planning meetings to identify and prioritize hazard assessment and site safety requirements.
12. Demonstrates Yukon Energy values and consistently displays positive safety behaviours.
13. Provides back up to the Manager, Health and Safety in their absence.
14. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.
15. Other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Work requires technical writing, editing, and coordination skills acquired through completion of a post secondary diploma or certificate in occupational health and safety and/or journey certification in an applicable utility trade with utility experience.
- A minimum of five years' experience in an electrical utility or equivalent environment.
- Completion of an Occupational Health and Safety Certificate program or the willingness to complete at the next opportunity (within 3 yrs.)
- Professional designation as a Canadian Registered Safety Professional or Technician (CRSP/CRST) or Certified Health and Safety Consultant (CHSC) or the willingness to complete at the next opportunity (within 3 yrs.)
- Ability to influence and collaborate with management, staff, and contractors to achieve improved safety behaviors in a non-confrontational manner
- Practical knowledge of Yukon COR requirements and holds, or is able to obtain, COR Internal Auditor status within 1 year.
- General knowledge of the fundamentals of health and safety management system structure, implementation and auditing.
- Support the adoption and use of technology for the tracking of inspections, investigations, and safety equipment.
- Must have experience conducting hazard assessments, developing safe work procedures, and safe work practices. A working knowledge of Occupational Health and Safety best practices in an electrical utility is an asset.
- Practical knowledge of accident/incident investigation process and ability to write reports and recommendations.
- Ability to receive specific instruction, work independently, and handle a high volume of work with a high attention to detail is essential.



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- Knowledge of electric utility operating procedures, concepts and guidelines, and particularly good documentation practices are required. Technical knowledge specific to electrical utility, critical thinking skills, and the assertiveness to question established procedures when necessary.
- Practical knowledge of the Yukon Workers Safety and Compensation (WSCB) Act, Yukon WSCB Regulations, and other electrical utility codes, standards, and industry practices in use at Yukon Energy Corporation.
- Ability to develop and implement safety training curriculum and provide technical expertise as it pertains to the trades employed at YEC.
- Able to deescalate conflict in a professional setting or in the field.
- Excellent editing and writing skills as well as experience in computer applications, particularly the Windows based computer software applications including SharePoint and MS Office, SmartSheet, and HS management system software.
- A valid class 5 driver's licence.
- Valid first aid certificate or the willingness to obtain in the first 3 months of employment.
- Good organizational skills.

WORKING CONDITIONS

Works in an office environment approximately 50% of the time, and remaining time in plant or substation environments assisting with safety audits, inspections and work observations. Exposure to inclement weather when working outdoors. Occasional exposure to harsh environments, noise, and odors. When visiting plants or worksites, incumbent will be required to use appropriate personal protective safety equipment.