



# Occupational Hygiene Officer (MR0292)

Position Title:

Occupational Hygiene Officer (LOG2B)

Position Summary:

Under the supervision of the Environmental Health & Safety (EHS) Operations Manager, incumbent will be responsible for the full administration of the McGill asbestos management program. This includes the development, advancement, maintenance and continuous improvement of the University's Asbestos Program and Registry. Prepares statistical reports; identifies high-risk areas and develops protocols and schedules for inspecting areas likely to contain asbestos; and communicates asbestos testing results to stakeholders. Participates in the delivery of asbestos training and other safety information sessions; recommends safe work practices to ensure compliance with asbestos regulations; and conducts pre-construction asbestos surveys in support of Facilities Management Project Managers. Supervises the day-to-day work of the EHS asbestos technician. Develops, implements, and maintains various occupational hygiene programs and procedures, such as hearing loss conservation, respiratory protection, confined space, lock out & tag out (LOTO). Performs tasks related to occupational hygiene work, such as sampling of airborne contaminants, indoor air quality studies, noise measurements, confined space entry risk assessments, LOTO procedures, accident investigations, and workplace assessments to identify, evaluate and control workplace health risks.

Primary Responsibilities:

- Participates in the development and implementation of policies and new initiatives that support the strategic direction of the Environmental Health and Safety regarding occupational hygiene matters.
- Uses professional expertise, specialized skills and knowledge to prioritize activities or analyze a wide variety of occupational health and safety programs and processes related to designated areas.
- Oversees the asbestos management program by planning, schedule and conducting visits in McGill University buildings.
- Supervises the asbestos safety technician, to sample, gather and send bulk samples to the laboratory for analysis.
- Analyzes laboratory reports, and with the technician enters the information in the database.
- Supervises and plans the work schedule of the Asbestos Safety Technician.

- Prepares progress reports on work completed and provides regular updates to various stakeholders.
- Responds to accidents, incidents or complaints related to asbestos and other general safety matters.
- Administers and conducts occupational hygiene studies, including air sampling of chemical contaminants (i.e. metals, solvents and dusts), biological contaminants (i.e. bacteria and fungus) and physical agents (i.e. noise and vibration) in various workplaces.
- Records indoor air quality evaluations and reports on remedial procedures.
- Produces detailed reports with sampling and analysis of data to provide corrective measures and/or specific recommendations.
- Advises, monitors and supports action plans as a result of safety/hygiene audits and assessments.
- Maintains the industrial hygiene equipment inventory for EHS.

Minimum Education & Experience:

Undergraduate degree

Three (3) years' related experience

OR

DEC III

Five (5) years' related experience

Other Qualifying Skills And/Or Abilities:

Knowledge of construction safety practices and codes. Excellent understanding of air sampling techniques. Sound knowledge of occupational hygiene programs and procedures. Good communication and computing skills are required. Possess excellent organizational skills and ability to meet multiple deadlines. Possess client-focused and service-oriented aptitudes. Able to work in a PC environment, with knowledge of Microsoft Office. English and French spoken/written.

Reference Number: 19-0820/MR0292

Reporting To: Operations Manager, Environmental Health and Safety

Salary Range: (Grade 03) \$47,000 - \$58,800 (midpoint) - \$70,600

Faculty/Unit: Facilities Management and Ancillary Services Environmental Health and Safety

Position Type: Full-Time

Hours Per Week: 33.75

How To Apply:

Please submit your cover letter and curriculum vitae, clearly indicating the reference number, to Facilities Management and Ancillary Services:

**Mail**

McGill University, Facilities Management and Ancillary Services (HR), Area Personnel Office

1010 Sherbrooke Street West, 10th floor

Montreal, Quebec

H3A 2R7

**Fax**

(514) 398-5191

**Email**

[fm.as.hr@mcgill.ca](mailto:fm.as.hr@mcgill.ca)

**\*Current employees:** please indicate your McGill ID number in your application.\*

We thank all applicants for their interest in McGill University. However, Facilities Management and Ancillary Services will only contact applicants selected for an interview.

McGill applicants, covered by the McGill Non-Unionized, Non-Academic Personnel Policies and Procedures, must apply to a regular M and Excluded position within ten (10) working days of the date of publication to maintain internal priority.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [accessibilityrequest.hr@mcgill.ca](mailto:accessibilityrequest.hr@mcgill.ca) or 514-398-3711

