



Made Safe Job Posting: Safety Advisor (Certification)

Job Title: Safety Advisor (Certification)

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:

- Conduct audits of organizations pursuing or maintaining SAFE Work Certification.
- Develop, review, and revise documents and templates required by the members to achieve and maintain safe work certification.
- Advise and support Manitoba manufacturers on a variety safety and health related topics.
- Understand and be able to apply both the Manitoba Workplace Safety and Health Act and Regulations, as well as the Federal Labour Code Part 2 and associated regulations, to manufacturing situations to assist with hazard identification and problem solving.
- Be familiar with manufacturing leading practices such as Lean Manufacturing, Training Within Industry (TWI), Six Sigma, Preventative Maintenance, ISO 9001, ISO 14001, ISO 45001, OHSAS 18001, AS9000, Good Manufacturing Practices, etc and ensure that your recommendations for process, policy, and machine solutions work with the appropriate standards.
- Perform noise level testing and provide guidance to the noise level testing program through an understanding of the Manitoba and Federal legislation and the associated CSA standards.
- Conduct respirator fit testing Manitoba using a portacount, and provide guidance to the fit testing program and outside entities through an understanding of the portacount operation, associated provincial and federal legislation and the CSA standard.
- Provide basic consultation on chemical safety, spill response, and basic industrial hygiene.
- Deliver training following adult learning principles.
- Conduct meetings with company safety personnel, supervisors, and executives to discuss safety issues and recommendations for corrective action implementation.
- Provide guidance and knowledge within the Made Safe team on safety and health items, including monitoring for changes to standards and legislation

- Delivery of safety and health training: power mobile equipment, leadership courses, certification courses, and general safety courses.
- Research and development of additional safety and health resources to assist Manitoba manufacturers improve their safety and health programs and reduce workplace injuries.
- Lead, develop, support a group of Safety Advisors to accomplish tasks with a maximum degree of accuracy and efficiency while ensuring compliance with the Made Safe and CME policies.
- Assist the Program Manager and Director with other duties as assigned

Work Environment:

- Usually in an office 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 vehicle

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

Position Type and Expected Hours of Work: Full-time, permanent position. Typically Monday to Friday, 8:00 am to 4:00 pm, but some schedule flexibility is required, including some early mornings, evenings and weekend time

Education, Experience and Competency Requirements

Requirements: Education, Qualifications and Experience:

- Previous experience in manufacturing environments (3 years +)
- Occupational Health & Safety education, certification (achieved or pursuing) and experience

- An awareness of the ASHRAE 62.1 and 241 standards, along with the Building and Fire Codes.
- A thorough knowledge of the CSA standards applicable to safety in Manitoba both relating to legislation and as best practice.
- Professional safety designation such as CRSP or CHSC (achieved or pursuing)
- Thorough knowledge of safety management systems and WCB
- Adult learning/corporate training experience or education and certification an asset

Requirements: Additional Competencies:

- Basic Industrial Hygiene
- Machine Guarding
- Confined Space Entry
- Investigations
- Hazard Assessments
- 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: Certification Manager or delegate

Date of Last Review of this Job Description: March 7, 2026

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.