Biosafety Officer

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

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Professional and Managerial Group

Biosafety Officer

Environmental Health & Safety, Human Resources

Hiring #: 2016-0336

Please read the Application Instructions [2] before applying

Reporting to the Manager of Research Risk, the incumbent is responsible for the oversight and administration of the University’s Biosafety program. This includes but is not limited to promoting and facilitating institutional compliance regarding occupational safety and environmental protection in all University teaching, research and analytical/diagnostic activities that involve biohazardous agents; providing expert advice on the safe handling of biological materials; managing the Biosafety program including the biosafety permit application process; acting as a permanent resource for the University’s Biosafety Committee which reviews and approves applications for Biohazard Projects; conducting information and training seminars for laboratory and non-laboratory personnel; providing expertise on biohazard risk classification and containment, safe handling techniques, decontamination methodologies and biological material waste treatment and disposal; conducting routine site visits and compliance inspections of laboratories, animal and agricultural facilities; and serving as safety consultant to emergency responders for incidents involving biohazardous materials. The incumbent advises research, laboratory service and teaching personnel about containment, safety, and biosecurity as well as monitors performance and compliance in research projects involving genetically modified plant and animal organisms. Legislation and regulatory guidance including but not limited to the following establish the framework for this position:

- Human Pathogens and Toxins Act and regulations
- Canadian Biosafety Standard
- University’s Health and Safety Policies and those of the Human Resources and Research Divisions.

The Biosafety Officer is the primary liaison between the University and regulators as associated with the Biosafety program.

Duties include but are not limited to:

- Overseeing and managing a Biosafety program that provides effective control of work with biological materials in accordance with applicable legislation and University policies.
- Planning, coordinating and conducting audits/inspections of the Biosafety program as per legislative and University requirements and following up with the audits and assessments with corrective action plans.
Acting as the subject matter expert in relation to biological safety issues including risk assessment and containment in accordance with related legislation

Advising the University community regarding issues related work with biohazardous and genetically modified materials

Developing, reviewing and maintaining procedures to ensure compliance with the biosafety program and regulatory requirements

Preparing license applications, amendments, renewals, audit responses and other regulatory reports as required of PHAC issued licenses

Act as an EHS liaison and advises various University Joint Health and Safety committees on health, safety and risk mitigation.

Representing the Biosafety Program on committees and maintain communication with PHAC, and CFIA regulators and inspectors

Ensuring all licenses held by the University are properly maintained and conditions stipulated are implemented

Ensuring that work practices reflect safe work with biological material, protection of the public and the environment

Developing and delivering training related to biological safety

Serving as a resource on the University’s Biosafety committee

Serving as consultant to emergency responders for incidents involving biological materials

Investigating incidents involving biological materials

Requirements of this position include: University Master’s degree in Biological Engineering, Biological Sciences or related field, and minimum of 4+ years of relevant experience with biosafety. A professional designation (eg. Registered Biosafety Professional) is preferred.

Additional requirements include: demonstrated working knowledge of the Human Pathogens and Toxins Act and Regulations, as well as the Occupational Health and Safety Act (OHSA) and all related legislations; excellent verbal, written and interpersonal skills with a proven ability to interact effectively with internal stakeholders in a diverse population at all levels as well as with external stakeholders with various regulatory agencies and other institutions. Demonstrated excellence in communication and organizational skills with the ability to manage time effectively, set priorities, ability to manage a high volume of work with competing demands, strong judgment, analytical and problem solving skills; solid computer competency including word processing, spreadsheet, database, web applications, social media, internet search engines.

Position Number  851-018
Classification  P06*
[Professional/Managerial Salary Bands][3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 08 12
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