



## What does the SafeGuide Adviser do?

1) Monitor the SafeGuide Advisor email regularly, in order to:

- Stay on top of Communications from the Risk Management team at National (regarding changes in risk assessment policy and procedures)
- Offer a Quebec perspective on existing policy and any proposed changes, and advocate for French content
- Keep an eye on ongoing assessments being carried out by the Quebec assessment team, offering added support as needed

2) In general - as part of the provincial risk assessment team:

- Be aware of all SafeGuide assessments that are ongoing in the province and assist where possible / necessary. Ensure that assessments are completed in a timely manner.
- Strategize for handling of assessments that are beyond the current capacity of Quebec's assessment team (e.g. water activities)
- Be part of the 'assessor rotation', taking on a share of yellow-level activity assessments
- Assess province-wide events (or delegate/share assessment as needed)
- Where possible, assess "last-minute events" (where paperwork has arrived <2 weeks before the event)
- Participate in provincial adult events as a SafeGuide resource (e.g., information sessions, training, Q&A)
- Be a resource and friendly face/voice for SafeGuide questions
- Recruit assessors