

JOB DESCRIPTION



POSITION: Health and Safety Manager

REPORTS TO: Senior Manager, Organizational Health and Safety

POSITION SUMMARY

Reporting to the Senior Manager, Organizational Health & Safety, the Health and Safety Manager supports the organization by responding to inquiries from school and site-based leaders, investigating and finding solutions to reduce hazards at the workplace, overseeing and delivering various safety programs, and acting as a resource to the Joint Occupational Health and Safety (JOHS) Committees. The incumbent provides direct client support on health and safety matters and builds relationships with District personnel as a subject matter expert on resolving workplace safety issues.

DUTIES & RESPONSIBILITIES

- Accountable for supporting and contributing to the development, implementation, evaluation, coordination, and administration of written health and safety policies, procedures, and programs, for all aspects of occupational health and safety (ensuring compliance with relevant legislation).
- Acting as the first point of contact for workplace safety inquiries or issues. This role provides expertise, advice, guidance, and resources to clients and prioritizes, redirects or escalates queries as appropriate.
- Coordinating, and delivering, safety training courses and testing; or arranging for external training, including CPI Nonviolent Crisis Intervention and JOHS Committee training.
- Liaising with all site/school JOHS Committees to ensure these committees meet their mandate as established by the Workers Compensation Act.
- Conducting investigations of serious incidents. Conducting inspections, assessments and audits as needed, to ensure compliance with regulatory requirements.

- Ensuring appropriate and timely incident reporting, investigations, and risk assessments as required exercising discretion and adherence to Workers' Compensation Act and OHS Regulations.
- Acting as a district representative with WorkSafeBC Prevention Officers and responding to WorkSafeBC inquiries, and inspection reports.
- Supporting the Senior Manager, Organizational Health and Safety as needed and performing other related duties as assigned.

QUALIFICATIONS

- Two-year Diploma from a recognized post-secondary institution in a related field.
- Three years' experience in Occupational Health and Safety, including developing and implementing safe work procedures, responding to safety incidents and liaising with JOHS Committees.
- Superior investigative, analytical and creative problem-solving skills.
- Excellent interpersonal, verbal and written communication skills.
- The ability to work independently and as part of a team is essential.
- Professional accreditation (CRSP, CSP, CIH, ROH) or the ability to achieve these accreditations is desirable.
- Experience working in a unionized environment is an asset.

A valid driver's license and access to a vehicle are required.

Interested applicants should submit a detailed resumé outlining qualifications and experience no later than 4:30 pm on Wednesday, July 31, 2019, to: tanya.tighe@abbyschools.ca