

**Manager, Occupational Health and Safety
Human Resource Services**

Overall Purpose

The Manager Occupational Health and Safety (OHS) will act in a leadership capacity and collaborate with other Departments to ensure the implementation and coordination of the Occupational Health and Safety Act, all regulations pertaining to the Act, and the HRCE's occupational health and safety program in support of safe and healthy worksites. The Manager will support the identification of hazards and assessment of risks in order to ensure appropriate safety controls are in place. The Manager, OHS will provide coaching and advice to principals/supervisors with respect to the Occupational Health and Safety Act, applicable Regulations and HRCE's Occupational Health and Safety Program, including but not limited to the assessment and addressing of hazards, indoor air quality concerns, incident reporting, Joint Occupational Health and Safety Committees, right to refuse unsafe work process, and first aid training. Working collaboratively within the Department, the Manager reports directly to the Assistant Director, Human Resources Services.

Key Responsibilities

The Manager Occupational Health and Safety shall perform tasks as assigned by the Assistant Director of Human Resource Services. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited by the following:

- (a) Promote, communicate, support and report on legislative and regulatory requirements to ensure compliance with the Occupational Health and Safety Act (OHSA) and all regulations pursuant to the Act;
- (b) Support the provision of Workplace Hazardous Materials Information System (WHMIS) training to non-custodial employees;
- (c) Develop and implement health and safety policies and procedures in order to promote the wellbeing of employees and prevent injuries;
- (d) Conduct and/or coordinate health and safety training in order to comply with regulatory health and safety standards;
- (e) Liaise with Operations Department staff to provide support and advice regarding occupational health and safety matters as applicable to capital projects, WHMIS, fall arrest, lockout/tag out, First Aid, etc.;
- (f) Coordinate and communicate First Aid training for all employee groups, as required by Regulation;
- (g) Act as the main point of contact and provide advice and support to the Joint Occupational Health and Safety Committees (JOHSC) and principal/supervisor regarding procedures and the Right to Refuse Unsafe Work process, including consultation with the HR Manager as appropriate;
- (h) Perform trend analysis to identify injury causes and support and promote efforts to prevent and/or reduce injuries based on trends by communicating and consulting with departments, principals/supervisors and employees as appropriate;
- (i) Provide reports as required to the Director, Human Resource Services regarding safety activities including but not limited to incident/accident investigations, compliance audits, safety training compliance, Department of Labour (OHS Division) orders and follow up, statistical trends, etc.;
- (j) Work collaboratively with the Health and Abilities team to support and coordinate incident report

- analysis and training and/or communication to promote incident prevention and reporting;
- (k) Provide support, advice and training opportunities for all workplace health and safety committees;
 - (l) Develop and support the implementation and maintenance of workplace evacuation and workplace violence plans;
 - (m) Investigate indoor air quality concerns, make appropriate recommendations, and provide support and advice to principals/supervisors regarding mitigation and communication to staff and/or community members;
 - (n) Effectively manage the budget for the occupational health and safety program and/or training;
 - (o) Receive and respond (through school/site visits and/or verbal and/or written communication) to complaints/concerns regarding workplace health and safety;
 - (p) Model and promote appropriate health and safety initiatives;
 - (q) Act as the Centre's representative on the Provincial Health and Safety Committee (S4S) and provide regular updates to the Director, Human Resource Services;
 - (r) Act as chair of regional health and safety committees, as established, with various unionized or other employee groups, ensuring communication of agenda, minutes, and actions items as necessary;
 - (s) Maintain an awareness of changes to legislation, regulations, and health and safety best practices and communicate as appropriate across the HRCE;
 - (t) Other duties as required.

Qualifications

- (a) Post-secondary education, preferably in Occupational Health and Safety or acceptable combination of training and experience
- (b) Minimum five (5) years of experience in occupational health and safety or acceptable equivalent experience, preferably working in a large, unionized environment;
- (c) Proficiency using a variety of software programs including Microsoft Word, Excel, Outlook, database systems.

Reporting Relationships

This Job Reports to:

Assistant Director, Human Resource Services