



JOB DESCRIPTION

TITLE: MANAGER OF OCCUPATIONAL HEALTH & SAFETY

DEPARTMENT: Human Resources

Position Last Evaluated: Oct 2013
Job Desc. Last Updated: May 2018

NATURE AND SCOPE OF WORK

Reporting to the Director of Human Resources and participating as a member of the HR Management team, the Manager of Occupational Health & Safety oversees the effective and efficient operation of the City's health and safety programs in accordance with recognized best practices and established legislation and contracts.

The Manager is responsible for providing direction in the delivery of occupational health & safety and disability management programs and to work constructively with unions and managers to facilitate complex return to work situations and employee accommodations.

TYPICAL DUTIES AND RESPONSIBILITIES

Health & Safety

Plans, maintains and provides oversight of a comprehensive health and safety program and safe work procedures complying with WorkSafe BC legislative requirements to support safe and healthy work environments.

Develops and maintains health and safety policies, procedures and plans in accordance with legislative requirements and best practices. Supports operational departments to ensure all worksites are in compliance with WorkSafe BC legislation, regulations and guidelines.

Ensures immediate and appropriate accident and incident reporting, investigations and risk assessments ensuring adherence to Worksafe BC legislation and regulation.

Assesses corporate safety training needs; researches, develops, designs and implements programs to meet safety legislation requirements. Coordinates and oversees the delivery of safety training programs; secures, directs and monitors safety training consultants and programs as required; directly provides safety training to the organization as required. Manages the functioning of the safety training program, including budget administration, maintaining applicable documentation, establishing performance measures and analyzing and reporting on safety training program results and trends.

Oversees coordination and operation of health & safety committees. Provides advice and resources to the OH&S Steering Committees with respect to health and safety matters.

TYPICAL DUTIES AND RESPONSIBILITIES (Cont)

Advises City staff regarding contractor liability and contractors' compliance with OH&S regulations and programs. Recommends stop work orders to Managers responsible for contractors and City employees who are working unsafely. Assists with investigations into the reasons why work is being performed in an unsafe manner and makes recommendations to the Department Head and Director of Human Resources for corrective action.

Liaises with WorkSafe BC to ensure compliance with legislation and proactively address health and safety issues. Responsible for all appeals dealing with WorkSafe BC issues such as claims, compliance orders, penalties, and assessments.

Represents the City with agencies that deal with Occupational Health & Safety matters in BC, such as BCMSA and Employers Advisers.

Oversees OH&S audits as required by regulations and the COR certification program.

Researches health and safety issues by reviewing relevant legislation, internal data, external sources and networking with other safety professionals.

Coordinates the promotion of health and safety awareness.

Disability Management

Proactively manages complex occupational and non-occupational disabilities, employing early intervention strategies. Oversees the return to work process for ill, injured or disabled employees in accordance with the Return to Work and Accommodation Policy.

Provides oversight and direction to the HR Coordinator in the disability claim management and return to work process and facilitates employee accommodations and complex return to work situations in consultation with the unions and management.

Liaises with physicians, vocational rehabilitation consultants and WorkSafe staff to identify employee fitness to return to work and any job restrictions.

General

Supervises the Occupational Health and Safety Coordinator including setting expectations, monitoring work and evaluating performance.

Administers and maintains the Violence in the Workplace Program; investigates complaints/concerns identified by staff and provides recommendations for solutions.

Manages the operational budgets for the OH&S section.

Represents the organization in the appeal process and/or grievances related to health and safety or disability management.

Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of WorkSafe BC, OH&S regulations and Human Rights legislation.

Considerable understanding of collective agreements with respect to OH&S, disability claims management, return to work and accommodation.

Strong leadership skills. Ability to provide guidance, training and direction to others.

Strong written and oral communication skills; excellent public speaking, presentation and training skills.

Sound judgement and problem solving skills. Ability to analyze business needs and think strategically. Superior organizational skills.

Good understanding of municipal business operations, organizational structure, programs and priorities.

Good understanding of Human Resources programs, policies and procedures.

Ability to maintain a high degree of integrity, professionalism and confidentiality.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts (i.e. unions, employees, WorkSafe, etc.).

Proven team player with the ability to work collaboratively. Ability to be adaptable under pressure and deal with conflicting demands.

Proficient computer skills in MS Office Programs (i.e. Word, Excel) and ERP systems (such as SAP) with the ability to adapt to other specialized software as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in Occupational Health and Safety or related field.

A minimum of 5 years' related experience in occupational health and safety in a unionized environment, including 3 years' in a management or supervisory role.

An acceptable equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Satisfactory Criminal Record Check.

DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION

Certified Health & Safety Consultant (CHSC) designation.

Canadian Registered Safety Professional (CRSP) designation.

Disability Management and or Return to Work certification/designations.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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