CITY OF NANAIMO

JOB DESCRIPTION

TITLE: **HEALTH & SAFETY MANAGER**

DEPARTMENT: **Human Resources & Organizational Planning**

DIVISION: **Corporate Services**

Evaluated: July 2007
Updated: August 2014

NATURE AND SCOPE OF WORK

Reporting to the Director of Human Resources & Organizational Planning, the Health & Safety Manager 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 provides direction to the Occupational Health & Safety Coordinator, the Benefits & Return to Work Coordinator and the HR Associate (Systems) in the delivery of the following health and safety programs: occupational health & safety (OH&S), wellness, benefits and leaves, disability management and return to work. The Manager also provides consultative services on health and safety issues (including OH&S and disability management) and works with unions and managers to facilitate complex return to work situations as well as employee accommodations.

As a member of the HR & Organizational Planning Management Team, the Manager, Health & Safety participates in the planning of HR programs, policies and processes, and acts as a champion of these programs, policies and processes when implementing them within the customer group.

TYPICAL DUTIES AND RESPONSIBILITIES

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

Identifies the need for, researches and writes recommendations for corporate health & safety programs, policies and procedures. Reviews existing health and safety program and procedures and updates as necessary. Develops policies and priorities in consultation with operations to align with corporate focused health and safety topics.

Supervises the Occupational Health and Safety Coordinator, the Benefits and Return to Work Coordinator and the HR Associate (Systems), including setting expectations, monitoring work and evaluating performance.

Oversees the return to work process for ill, injured or disabled employees in accordance with the Return to Work and Accommodation Policy. This includes facilitating employee accommodates and complex return to work situations.

In conjunction with the Benefits and Return to Work Coordinator, develops rehabilitation plans, which includes planning and participating in establishing a graduated return to work program and other activities required to determine the capabilities of workers with both occupational and non-occupational causes. Coordinates alternate suitable employment for workers who are unable to return to work at their pre-accident employment.

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 & Organizational Planning for corrective action.

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

Entry point contact for all WorkSafe BC contact. Determines appropriate City department that contact is related to and liaises with operations regarding action to be taken if required.

Responsible for all appeals dealing with WorkSafe BC issues such as claims, compliance orders, penalties, assessments and similar issues. Represents 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.

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

Manages the functioning of the health and safety program, including administering the budget, maintaining applicable documentation, establishing performance measures and analyzing and reporting on health and safety program results and trends.

The Manager is accountable for safe work practices. Through their practice of due diligence and their understanding of the role of WorkSafe BC and the statutory and regulatory requirements as they relate to their area of responsibility, Managers will promote safety through their active participation in all aspects of Occupational Health & Safety programs including regular inspections, safety meetings, investigations and safety events.

Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the Human Rights Code and the Workers's Compensation Act and Regulations and its application to the City.

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

Considerable understanding of the principles regarding an employer's responsibility in terms of OH&S, disability claims management, return to work and accommodation.

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

Good computer skills in MS Office Programs (i.e. Word, Excel).

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

Strong leadership skills. Ability to present viewpoints and ideas effectively in both written and oral form.

Good understanding of Human Resources programs, policies and procedures.

Ability to maintain a high degree of integrity and professionalism. Strong customer service focus.

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.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree in relevant discipline including at least five (5) years' related work experience.

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.

Revised: 2009-Feb-23; 2011-Dec-19 (CRC req'd); 2014-May-06; 2014-Aug-20
G:\Job Descriptions\3. MGMT\Corporate Services\Human Resources\Manager of Occupational Health Safety .doc