

POSITION TITLE:	Occupational Health and Safety Manager	POS. NO:	125
DEPARTMENT & DIVISION:	Human Resources and Community Relations	EFFECTIVE DATE:	May, 2023
REVIEWED OR AMENDED DATE:	July 2025	APPROVED BY:	Director of HR and Community Relations

POSITION FUNCTION

Under the direction of the Senior Manager of Human Resources and Community Relations, the Occupational Health and Safety Manager is responsible for the development and implementation of the Township's Occupational Health and Safety program which will provide occupational health and safety, disability management and return to work, workplace wellness and related programs in support of the Township's strategic and operational plans.

KEY DUTIES

- Develops, coordinates and administers the Township's Occupational Health and Safety program; reviews existing programs and provides recommendations for updates; conducts safety inspections; audits and provides safety orientations; identifies health and safety hazards, and orders work stoppage when required.
- Promotes safety awareness and an effective and proactive safety culture.
- Provides expert advice and support to the management team, staff, and health and safety committees on all health and safety matters.
- In collaboration with departments managers and supervisors, conduct investigations relating to workplace accidents/incidents to identify causes and make recommendations on safe work procedures and upgrades to mitigate risks.
- Audits and updates policies, safe work practices and procedures and safety inspections.
- Plans, schedules and presents safety education and training on topics such as confined space entry, biohazards, WHMIS; arrange for instructors to meet specialized training needs. Maintain training records and course feedback.
- Provides professional guidance and support on all matters relating to Worksafe BC including liaising on claims submissions and appeals.
- Works with Worksafe staff, medical professionals and managers to oversee and manage rehabilitation, accommodation and return to work processes.

- Assists managers and supervisors in developing and implementing job site safety inspection programs that ensure inspections are conducted on a regular basis to identify hazards and ensure compliance with safe work procedures.
- Tracks and analyzes accident/injury, disease, and disability related data to identify trends and recommend proactive preventative strategies.
- Coordinates first aid training and services such as first aid attendants, supplies and the maintenance of records.
- Recommends improvements to accident and incident reporting procedures and works closely with supervisors, managers, and joint health and safety committees to ensure all such reports are investigated in a timely manner and that any associated corrective action recommendations are appropriately and consistently implemented.
- Coordinates audiometric, noise level and other health and safety training.
- Acts as an employer representative on the Occupational Health and Safety committees.
- Prepares and monitors the health and safety area of the department budget.
- Ensure a continued focus on the development and maintenance of best practices and making recommendations for improvement.
- Assists with human resource management functions as and when required.
- Performs other related duties as required.

INDEPENDENCE

While reporting to the Senior Manager of Human Resources, this position works independently, providing guidance to Directors and Managers, while also serving as the primary liaison with WorkSafeBC on matters related to workplace injuries, claims and occupational health and safety.

WORKING CONDITIONS

Physical effort:

- Sit with arms unsupported for short periods; dexterity for typing, filing, and answering phones; stand for short periods (frequent).

Mental effort:

- Interruptions from telephone enquiries (frequent).
- Deal with enquiries, complaints, and conflict resolution while managing multiple projects and deadlines (frequent).
- Requires good judgment and organizational skill level (high).

Visual/auditory effort:

- Respond to telephone calls; focus on VDT (frequent).

Work environment:

- Office.
- Required to work occasional irregular hours

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

- Excellent knowledge of the Occupational Health and Safety Regulation, Workers' Compensation Act, BC Human Rights Code and Labour Canada Health and Safety Regulations.
- Knowledge and experience in accident investigation techniques, claims management and field and workplace inspections.
- Excellent knowledge of disability management best practices including accommodation and return to work programs.
- Working knowledge of labour relations concepts and practices.
- Ability to communicate in a clear and concise manner (oral and written) that serves to clarify intent, achieve goals, and detail the complexities of any given situation.
- Ability to develop and deliver training or information sessions as required.
- Ability to influence others, resolve conflict, solve problems and play a leadership role in change initiatives by exercising tact, diplomacy, and respect for others.
- Ability to solve problems and to exercise initiative related to assigned work.
- Ability to build and maintain effective working relationships with staff at all levels in (and external to) the organization.
- Strong organizational skills including a demonstrated ability to multi-task, organize, and prioritize work inside of a fast-paced and change-oriented work environment.
- Ability to be self-directed while working effectively as part of a team.
- Strong ability to exercise tact, diplomacy, discretion and adherence to confidentiality requirements.
- Proficient in the use of MS Office Suite software and applications (e.g., Word, PowerPoint, Excel, and Outlook) and ability to operate standard office equipment.

QUALIFICATIONS

Formal education, training, and occupational/professional certification:

- Undergraduate degree or diploma in Occupational Health and Safety or related field.
- A minimum of three (3) years of recent experience in designing and implementing safety programs, conducting safety audits, delivering safety related training and administering disability management programs, preferably in a unionized, local government environment.
- An equivalent combination of education and experience may be considered.
 - Canadian Registered Safety Professional (CRSP) designation preferred.
 - Valid BC Driver's Licence.

OTHER

Length of time to become familiar with job duties and responsibilities: 1 year.
May be requested to substitute in a more senior position.