

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY POSITION DESCRIPTION

POSITION:	Manager Occupational Health & Safety
DEPARTMENT:	Human Resources – Safety, Security & Emergency Management
REPORTS TO:	Director Safety, Security & Emergency Management
DATED:	July 2019

POSITION SUMMARY

Manages the occupational health and safety function and all related programs and services. Develops strategies, plans, and policies in consultation with Director, and ensures compliance with international, federal, and provincial regulations related to all areas of accountability. Directs the necessary planning, due diligence, and quality controls to identify and mitigate health and safety risks to the Institute. Drives out strategic initiatives that support SSEM goals and objectives.

KEY ACCOUNTABILITIES

Participates as a member of the Director's management team, providing input to development of SSEM strategies and sharing responsibility for achievements and success.

Develops health and safety strategies, plans, and policies in consultation with Director. Establishes a framework of health and safety practices, standards, and processes. Drives out strategic health and safety initiatives that align to and support achievement of SSEM goals and objectives.

Works collaboratively with the Director and other SSEM leaders to support a strategic, integrated approach to all program planning, development and delivery. Fosters a collaborative and supportive team approach for all reporting areas, and with all other SSEM functions.

Provides strategic advice to the Director and other senior leaders on the Institutes' most critical health and safety matters. Delivers reports and presentations on health and safety program issues, achievements and status of key initiatives. Acts as a strategic advisor on multiple committees and teams.

Monitors health and safety program practices to ensure compliance with international, federal, and provincial regulations as well as the Institute's health and safety policies. Implements the necessary planning, due diligence, and quality controls to identify and mitigate health and safety risks to the Institute.

Provides strategic direction to development and delivery of occupational health and safety programs, including elements related to occupational first aid, audio-metric testing, hygiene, safe working conditions, environmental protection (including hazardous waste and asbestos management), radiation, fire management, and other related aspects. Oversees audits and assessments to ensure program optimization.

Oversees investigation and/or assessment of serious incidents and all reported accidents, making recommendations/decisions to prevent reoccurrences. Manages timely completion and submission of all related documentation and reporting. Represents the Institute in the delivery of evidence during appeals or to support the defence on health and safety related issues.

Develops and implements a health and safety communication plan, involving dissemination of essential information and ongoing interactions within the Institute community, and also externally with first responders, regulatory agencies, and other key stakeholders.

Acts as an advocate for health and safety best practice within the Institute community. Promotes awareness through education; plans and oversees delivery of training programs.

Prioritizes, directs and supervises response to emergency situations where the health and safety of the Institute community is at risk. Implements required action, including the immediate cessation of any activity where the Institute community is exposed to immediate danger.

Manages the research of best practice, trends and methods, and determines appropriate application to health and safety programs, services and initiatives. Participates in industry organizations, keeping current on state of the art initiatives.

Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices.

QUALIFICATIONS & REQUIREMENTS

- Undergraduate degree in a related discipline (Masters degree preferred).
- Designation - Canadian Registered Safety Professional (CRSP).
- Designation - Registered Occupational Hygienist (ROH).
- Certificate in Risk Management preferred.
- Minimum 6 - 8 years' experience in occupational health and safety management, along with exposure in the areas of security and emergency management.
- An equivalent combination of education and experience may be considered.
- Strong leadership skills and ability to manage a team of reporting specialists; ability to build a strong team-based environment.
- Expert knowledge of the concepts, theories, and practices of occupational health and safety management, with emphasis on occupational first aid, audio-metric testing, hygiene, safe working conditions, environmental protection (including hazardous waste and asbestos management), radiation, fire management, and all other related aspects.
- Expert knowledge of the international, federal, and provincial regulations related to occupational health and safety.
- Expert communication and interpersonal skills, including ability to interact with internal and external stakeholders and authorities in the context of a critical incident or traumatic event, as well as investigations.
- Excellent analytical skills and ability to apply sound judgment in problem solving, evaluating courses of action, and making decisions on complex health and safety matters.