



Occupational Health & Safety Manager

The Chilliwack School District is seeking applications for the excluded position of Occupational Health & Safety Manager. The OHS Manager will be responsible for the workplace health and safety, public health liaison for the district (including COVID 19 related duties), emergency management, WorkSafeBC claims management, monitoring program effectiveness and ongoing development to meet the needs of a large and complex school district.

As an experienced management professional, the Occupational Health & Safety Manager provides leadership in overseeing the vision, planning and maintenance of the Occupational Health & Safety Program for the Chilliwack School District. The job duties of the position are broad and include strategic and operational responsibilities for both prevention and compliance within the OHS portfolio.

THE COMMUNITY AND SCHOOL DISTRICT

Chilliwack is situated in the beautiful Upper Fraser Valley, just 90 minutes from Vancouver, and is a thriving and growing community of 90,000. The school district is well known for its dedication to quality educational programs, its strong financial foundation and its effective collaboration with community, parents, students and employee groups. The district has a strong commitment to ensuring that every student graduates with opportunities beyond graduation. The District is a growing school district with approximately 14,000 students in 32 school sites, approximately 1800 employees, and an operating budget of \$150 million.

KEY RESPONSIBILITIES:

A key component of this role is to ensure that senior staff are supported and engaged in their OHS statutory obligations and that creative measures that support success and compliance at all levels of the District are established, implemented and maintained. In addition, the OHS Manager is involved in risk analysis and management, emergency preparedness efforts and will also be a critical resource for every school's OHS committee.

Operational responsibilities include, conducting assessments, making recommendations, communicating with stakeholder groups, and developing or updating programs, creation and delivery of safety training to staff, maintaining the hazardous materials inventory, and ensuring that new staff are properly onboarded. With the support of an external organization, duties will also include WorkSafeBC claims management. In addition, the OHS Manager will develop and oversee the OHS annual budget.

OPERATIONAL RESPONSIBILITIES INCLUDE:

- To advise and assist senior management and other persons involved in planning, controlling and maintaining a healthy and safe environment
- Develops and maintains a clear understanding of district's objectives and overall strategies in order to effectively plan, prioritize and integrate health and safety resources across the district
- Conducts risk assessments and analyzes work environments, designing programs to control, eliminate and prevent injury or disease
- Conducting assessments, making recommendations, communicating with stakeholder groups and developing or updating programs, creation and deliver of safety training to staff, maintaining the hazardous materials inventory
- Represent any matters as a representative of SD33 to the review division or workers compensation appeals tribunal
- Reviews and updates occupational health and safety procedures and school safety response plans to support compliance with regulatory requirements



- Ensures immediate and appropriate incident reporting, investigations and risk assessments occur as required exercising discretion and adherence to WorkSafeBC Legislation and Regulation
- Maintains the web-based WorkSafeBC Claims management program and liaises with School District 33 with respect to reviews, relief of costs and WCAT appeals
- Arranges for occupational health and safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary
- Helps plan and coordinate the district's emergency procedures, and acts as the district's emergency on-site coordinator
- Liaises with municipal and provincial emergency planners, updates plans, organizes exercises and evaluates procedures
- Liaises with a variety of district staff, legislative organizations, Health Boards and other outside agencies, as necessary
- Ensures WSBC and SD33 policy compliance with respect to provision of First aid services at all work sites
- Will on occasion be required to perform other related duties as assigned
- Represents the Board on the District Health and Safety Committee and works with the Committee as the employer's representative to develop and implement an integrated program to promote an awareness of safety in the workplace
- Acts in the capacity of the employer's representative in connection with worksite inspections and responses to WorkSafeBC inspection reports and orders
- Understand WorkSafe BC relief of cost (ROC) process
- Manage the web based occupational injury database and generate monthly and annual occupational injury reports
- Audit OH&S policy manual
- Process improvements to program

THE SUCCESSFUL APPLICANT WILL HAVE:

- A level of education, training and/or experience equivalent to a bachelor's degree in a related field
- 3-5 years directly related experience in a disability management and WorkSafeBC claims management
- Experience with a unionized environment in a variety of different organizations
- Expert knowledge in WorkSafeBC policy and practice
- Excellent interpersonal and communication skills including verbal, written and presentation skills
- Evidence for strategic problem solving, decision making and mediation
- A commitment to service
- Demonstrated ability to mentor and engage others to ensure success in the workplace
- Demonstrated ability to work as an effective member of a team as well as work independently

Interested candidates must submit their application at <https://bit.ly/3nF72Kg> by **January 15, 2021**.