

Occupational Health and Safety Manager

Permanent Full-time

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are accepting applications for a full-time **Occupational Health and Safety Manager** (Manager) to join our Human Resources team. The Manager is responsible for the development, implementation, and continuous improvement of the CVRD's Occupational Health and Safety (OHS) Management Program.

Working collaboratively with managers, supervisors, employees, union representatives, Joint Health and Safety Committees (JHSC) and external stakeholders, the Manager resolves health and safety issues, ensures compliance with applicable legislation and regulations, promotes a positive, healthy and safe workplace, and ensures a coordinated, proactive approach to disability management and return to work programs across all CVRD facilities.

Reporting to the Senior Manager of Human Resources, the primary responsibilities of this role are:

- Leading the organization-wide development and implementation of innovative occupational health and safety programs and policies;

- Initiating, researching and developing recommendations for corporate-wide short and long-term occupational health and safety programs, policies and procedures;
- Implementing health and safety policies, standards, procedures, specifications, manuals and handbooks;
- Coordinating the ongoing review and maintenance of the Safety Program;
- Supporting change management strategies to enable the effective implementation of organization and technological change and related safety projects and initiatives;
- In collaboration with other members of the Human Resources team, developing, implementing and delivering disability management programs which support a holistic and collaborative approach;
- Acting as the CVRD disability case manager and administrator for WorkSafeBC claims and providing advice, guidance and support to managers;
- Ensuring compliance with WorkSafeBC regulations and Certificate of Recognition (COR) standards;
- Promoting a safety culture through communications, identified training, provision of support to staff and management and promotion of best practices;
- Providing advice, guidance and support to managers and employees with interpretations and applications of the Workers Compensation Act (WCA) and OH&S Regulations, Bill C-45 and other applicable legislation;
- Providing personnel training and guidance in performance of duties, conducting performance evaluations, promoting improved performance through counselling, coaching and career development, and resolving staff issues in consultation with the Senior Manager of Human Resources;
- Inspecting work sites and making recommendations to increase awareness of safety concerns;
- Conducting emergency response and investigation of all safety-related incidents and accidents;
- Coordinating and delivering training on health and safety issues and programs to support a strong and inclusive safety culture.

Our ideal candidate is:

- A safety professional who leads by example;
- A relationship builder with strong interpersonal, negotiation and conflict resolution skills;

- Comfortable providing mentorship and coaching at all levels of the organization regarding safety practices and prevention and leading groups such as the Joint Health and Safety Committee;
- Experienced in designing and implementing safety programs and disability management, conducting safety audits, and delivering safety related training in a unionized environment, preferably within local government, with a minimum of five years' related experience;
- Comfortable acting as an employer representative on an occupational health and safety committee;
- Educated at the post-secondary level with an undergraduate degree or diploma from a recognized educational institution related to Occupational Health and Safety or other relevant program along with certification as a Canadian Registered Safety Professional or another relevant safety designation;
- Well-versed in the interpretation and application of *WorkSafe BC Occupational Health and Safety Regulation*, *Workers' Compensation Act*, *BC Human Rights Legislation*, and applicable Labour Law Accommodation decisions;
- Current in best practices, standards and legislative changes related to health, safety and disability management;
- Knowledgeable in Certificate of Recognition (COR) safety standards and human resource management practices;
- A strong communicator with well-developed presentation, facilitation and written communication skills;
- Able to exercise discretion, tact, diplomacy, and good judgment with the highest level of care and control of sensitive and confidential information;
- Able to calmly and effectively respond to emergency situations when required;
- Able to travel regularly between work sites and locations and work flexible hours when required;
- An advanced user of Microsoft Word, Excel, Outlook, and SharePoint.

Intermediate First Aid or equivalent and emergency management training is preferred.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

This is an exempt position with a current annual salary range of \$99,760 to \$118,465. To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is **May 20, 2025** at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted. If your application is shortlisted, you will be contacted in a timely manner to arrange an interview. Virtual or in-person interviews are available.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.