

Position title: Occupational Health and Safety Manager	Updated: April 2025	Job Family: Professional/Technical 4
Reports to: Senior Manager of Human Resources	Direct reports: Occupational Health and Safety Advisor (Engineering Services)	

POSITION SCOPE

Reporting to the Senior Manager of Human Resources, the Occupational Health and Safety Manager is responsible for the development, implementation, and continuous improvement of the Comox Valley Regional District's (CVRD) Occupational Health and Safety (OHS) Management Program. The Manager plays an instrumental role in the OH&S Program, Disability Management Program, and WorkSafeBC Claims Management Process, ensuring that the OH&S Management Program is effectively established and maintained across the organization. This role ensures organizational compliance with the *Worker's Compensation Act*, *Occupational Health and Safety Regulation*, and internal OH&S policies.

This position works collaboratively with managers, supervisors, employees, union representatives, Joint Health and Safety Committees (JHSC) and external stakeholders to resolve health and safety issues, ensure compliance with applicable legislation and regulations, and promote a positive, healthy, and safe workplace. The OH&S Manager plays a key role in developing both organization wide and site-specific safety-related policies, programs, inspecting worksites to identify and mitigate potential hazards, and ensuring a coordinated, proactive approach to disability management and return-to-work programs across all CVRD facilities. Additionally, the Manager provides training and guidance to health and safety personnel to support consistency and uphold safety standards across the organization.

KEY ACCOUNTABILITIES

1. Leads the organization-wide development and implementation of innovative occupational health and safety programs and policies, including strategic prevention initiatives, through collaborative engagement with key stakeholders.
2. Identifies the need for, researches and develops recommendations for, corporate-wide short and long-term occupational health and safety programs, policies and procedures to ensure safety of the workforce and compliance with

relevant legislation. Reviews existing safety programs, policies and procedures and recommends updates as necessary.

3. Implements health and safety policies, standards, procedures, specifications, manuals and handbooks as required for the enhancement of the CVRD Occupational Health and Safety Program.
4. Coordinates the ongoing review and maintenance of the Safety Program including programs such as Workplace Hazardous Materials Information System, First Aid Services, (JHSC), Ergonomics, Working Alone, Workplace Inspections, Prevention of Workplace Violence, and other relevant safety programs and policies.
5. Support change management strategies to enable the effective implementation of organization and technological change and related safety projects and initiatives; support leadership development and employee engagement to facilitate understanding and acceptance of change.
6. In collaboration with other members of the Human Resources team, develops, implements and delivers disability management programs which support a holistic and collaborative approach to the health of employees and supports early intervention and successful return to work including developing/overseeing/modifying return to work plans in partnership with the employee, manager, union, and relevant external agencies.
7. Acts as the CVRD disability case manager and administrator for WorkSafeBC claims and provides advice, guidance and support to managers to assist them in consistently and effectively meeting their obligations related to disability management, return to work, accommodation, and WorkSafeBC claims management.
8. Ensure compliance with WorkSafeBC regulations and Certificate of Recognition (COR) standards by implementing and maintaining an effective Occupational Health and Safety Management System (OHSMS), meeting audit requirements, and leading the process to obtain a (COR).
9. Promotes a safety culture through communications, identified training, provision of support to managers and staff promotion of best practices, and leading by example.
10. Provides 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.
11. Provides personnel training and guidance in performance of duties, conducts performance evaluations, promotes improved performance through counselling, coaching and career development, and resolves staff issues in

consultation with the Senior Manager of Human Resources. Participates in personnel recruitment, disciplinary and termination decisions.

12. Inspects work sites, makes recommendations to increase awareness of safety concerns within the parameters of the CVRD mandate.
13. Conducts emergency response and investigation of all safety related incidents and accidents. Makes recommendations to the appropriate general manager or department manager for corrective action and safety infraction escalation.
14. Works with each department's key point of contact to revise and implement standard operating procedures and safe work practices.
15. In partnership with managers, coordinates training on health and safety issues and programs including sourcing external training providers, scheduling and periodically delivering training to support a strong and inclusive safety culture. Maintains training records and course feedback.
16. Develops and delivers health and safety eLearning modules for new employee onboarding.
17. Ability to lead and mentor groups such as the Joint Health and Safety Committee, Incident investigation teams and other working groups, providing OHS expertise and oversight.
18. Prepares reports and statistical summaries as requested by the Senior Manager of Human Resources.
19. Provides advice on compilation and maintenance of health and safety records and interprets trends from statistical data.
20. Participates in the annual budget process through provision of information around occupational health and safety initiatives. Makes recommendations to the Senior Manager of Human Resources for safety related expenditures on an annual basis.
21. Participates and coordinates business continuity planning for the human resources department to ensure alignment with goals for business continuity are achieved within the CVRD.
22. Develops and maintains an employee-centric information hub for all health and safety information.
23. Assumes a lead role in the EOC during activations and exercises.
24. Undertakes other assigned duties and projects as required.

QUALIFICATIONS

Education, Experience and Certification *(or equivalent combination where acceptable)*

- Degree or Diploma in Occupational Health and Safety or an equivalent combination of formal OH&S education, ongoing professional development, and work experience
- Canadian Registered Safety Professional designation or other recognized and relevant safety designation
- Minimum 5 years health and safety and claims management experience (hands on experience in designing and implementing safety programs, conducting safety audits, and delivering safety related training) in a unionized environment preferably in local government
- Experience as an employer representative on an occupational health and safety committee
- Intermediate First Aid Level or equivalent preferred
- Emergency management training preferred
- Valid BC driver's license

Knowledge, Abilities and Skills:

- Considerable knowledge and experience in interpreting and applying the *WorkSafe BC Occupational Health and Safety Regulation, Workers' Compensation Act, BC Human Rights Legislation*, and applicable Labour Law Accommodation decisions.
- Considerable knowledge and ability to apply Health and Safety Management System concepts/systems approach.
- Knowledge of incident investigation practices and ability to use root cause analysis type methods, or equivalent.
- Knowledge of Certificate of Recognition (COR) safety standards and implementation processes.
- Knowledge and understanding of human resource management practices and disability management practices.
- Solid understanding of how individuals cope with change and the change process, knowledge of change management principles and methodologies.
- Ability to effectively implement and administer safety policies and programs, and facilitate the resolution of issues through consultation, negotiation, and employee communication and training.
- Act with a considerable degree of autonomy and ability to balance site-based safety audits and business administrative duties.
- Well-developed presentation and facilitation skills.
- Demonstrated expertise in influencing and driving collaboration across all levels of the organization, building and sustaining strategic relationships with internal teams and external stakeholders to advance and achieve CVRD safety programs and objectives.

- Considerable ability to exercise discretion, tact, diplomacy, and good judgment with the highest level of care and control of sensitive and confidential information.
- Must be able to communicate effectively with all levels of the organization and external agencies both verbally and in writing.
- Ability to calmly and effectively respond to emergency situations when required
- High level of integrity and professionalism.
- Continuous learning and professional development to stay current in with health, safety, and disability management changes.
- Exceptional skills in organizing, analyzing, solving problems, and making decisions.
- Advanced negotiation, conflict resolution, and interpersonal skills, and the ability to mentor and coach at all levels regarding safety practices and prevention.
- Advanced level computer skills with MS Word, Excel, Outlook, and SharePoint. Ability to utilize these programs to streamline administrative processes and reporting.
- Ability to travel regularly between work sites and locations
- Ability to work flexible hours when required.

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date