



## **Manager of Health and Safety**

**Effective June 1, 2022**

Reporting to the Director of Operations, this leadership position will implement and manage comprehensive health & safety and emergency preparedness programs across the District, ensuring a healthy and safe work environment for our students and employees. The successful candidate will act as the resource person for a variety of health and safety matters in a unionized environment.

### **Responsibilities:**

- To advise and assist senior management and other persons involved in planning, controlling and maintaining a healthy and safe environment for work and study
- 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
- Reviews and updates occupational health and safety procedures and school safety response plans to support compliance with regulatory requirements
- 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

- 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 23 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 WorkSafeBC and SD71 policy compliance with respect to provision of First aid services at all work sites
- Performs other related duties as assigned

**The successful applicant will possess:**

- A degree or diploma specializing in Health and Safety
- Successful experience in the field of health and safety, preferably in a public sector unionized environment
- Canadian Registered Safety Professional (CRSP) designation would be an asset
- Strong knowledge of the legislation and regulations pertaining to health and safety in the workplace
- Considerable knowledge of work site inspection and accident prevention techniques, and of health and safety hazards for a wide variety of trades, labour, technical, teaching and office operations, combined with the ability to carry out inspections of work sites and to decide appropriate action in unsafe or emergency situations
- Ability to investigate accidents or unsafe conditions and to accurately identify causes, sources, and appropriate remedies
- Excellent computer skills (Microsoft Word, Excel, Access and Power Point)
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with a wide variety of staff, outside agencies and community contacts
- Ability to develop and deliver educational workshops and seminars related to health and safety to a variety of district staff

## **The District:**

School District 71 (Comox Valley) is a positive, progressive and growing school district located on the east coast of Vancouver Island. It is located on the unceded traditional territory of the K'ómoks First Nation. Located within the Comox Valley is the City of Courtenay, the Town of Comox and the Village of Cumberland; each providing their own unique services and community cultures. The Comox Valley is a desirable place to live with great ocean beaches, golf, skiing, hiking, swimming and boating. In addition, the community has strong and vibrant arts and cultural programs.

As an inclusive learning community, we embrace diversity, foster relationships and empower all learners to have a positive impact on the world. We are the largest employer in the Comox Valley with 1750 employees and provide a comprehensive educational program to approximately 10,000 students from Strong Start to Grade 12 in 15 elementary schools, 1 middle school, 3 secondary schools, 2 alternate schools, and an on-line learning school. The District's annual operating budget is roughly \$100 million.

## **To Apply:**

Qualified applicants are invited to apply in confidence by submitting a cover letter, a detailed resume with supporting documentation and three (3) professional references through <https://bit.ly/3ulge15>.

This leadership position is a key member of the Operations Team and is exempt from union membership. It includes a competitive annual salary and a comprehensive benefits package.

The job posting will remain open until a suitable candidate is found. **Applications received prior to 1:00 pm (Pacific Time) on April 19, 2022 are assured careful consideration.**

The successful applicant will be subject to the terms of the Criminal Review Act. Only short-listed candidates will be contacted. No agencies please.

**Thank you for your interest in School District 71 (Comox Valley)**

**An Equal Opportunity Employer**