



### THE ORGANIZATION NEW WESTMINSTER SCHOOLS

As one of the fastest growing districts in Metro-Vancouver, New Westminster Schools (NWS) works hard to support a diverse and closely connected community of students, staff, and families throughout its schools. The Districts 1,000 teachers and staff serve 7,500 students across eight elementary schools, three middle schools, one high school, three alternate programs, two Provincial Online Learning options, and continuing education. For younger learners, the District offers StrongStart programs, childcare options, and a pilot pre-school.

NWS is passionate about innovation and strives to create learning opportunities and environments that support and inspire all students, staff, and families in the community. Through collaboration, the District is transforming learning experiences, to ensure that NWS is a place where everyone loves to learn.

NWS is deeply committed to building meaningful relationships, as we work to address the barriers that some people in our school communities face. This includes actively working to address issues around diversity, inclusion, equity, anti-racism, mental health and wellbeing, and food security for students and families.

New Westminster Schools recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

To learn more, please visit the New Westminster Schools [website](#)



### THE OPPORTUNITY

New Westminster Schools seeks a self-motivated, organized, and collaborative Health and Safety professional. Reporting to Executive Director of Human Resources, the Health and Safety Advisor plays a vital role towards ensuring our vision, mission and values are at the core of our Health and Safety programs.



### AREAS OF RESPONSIBILITY

This 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. Responsibilities include:

- 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.
- Assist in the implementation of policy, procedures, programs and best practices to meet applicable regulatory requirements and corporate standards and for all sites in accordance with WorkSafeBC requirements.
- Conducts risk assessments and analyzes work environments, designing programs to control, eliminate and prevent injury or disease.
- 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.
- Helps plan and coordinate the district's emergency procedures, and acts as the district's emergency on-site coordinator.
- Arranges for occupational health and safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.
- Administration of incident/injury reports and investigations (including Form 7), participating in investigating accidents, and recommending corrective action(s).
- Assists with orientation of new and/or returning employees.

- Produce statistical monthly reports for the JHS committee.
- Perform hazard assessments as per Occupational, Health & Safety (OH&S) regulations.
- Develop department training/safety programs and procedures; schedule, arrange, support, train, audit and assess performance of each approved session and safety program.
- Responsible to monitor various District programs including: First Aid, Respirator, WHMIS, etc.
- Liaison for several joint Health & Safety committees; address hazards, implement solutions, make recommendations and/or referrals to the leadership team regarding outstanding issues.
- Liaises with municipal and provincial emergency planners, updates plans, organizes exercises and evaluates procedures.
- Provide assistance to local health and safety committees, as required.
- Prepare meeting minutes for various committees.
- Perform other related duties, as required.



### **SPECIFIC CANDIDATE QUALIFICATIONS**

- A post-secondary certificate or diploma in Occupational Health & Safety supplemented by a minimum two (2) years of industry-related experience including, hands on experience in designing/implementing safety initiatives and delivering safety training to diverse work groups, preferably in a municipal environment OR an equivalent combination of education and experience is required.
- 5 years directly related experience in the field of health and safety, preferably in a public sector unionized environment.
- Preference may be given to candidates who possess a recognized safety designation or certification.
- Certified Registered Safety Professional (CRSP) designation is considered an asset.
- Knowledge of the Worker's Compensation Act, WorkSafeBC OH&S regulations and claims management 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 lead workplace inspections, investigate accidents or unsafe conditions and to accurately identify causes, sources, and recommend appropriate remedies
- Ability to develop and deliver education workshops and seminars related to health and safety to a variety of district staff.
- Skilled in written and oral communication/interpretation skills.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and agencies (i.e. employees, union groups, managers, HR, WSBC etc.).
- Excellent computer skills (Microsoft Word, Excel, Access and Power Point)
- Demonstrated critical thinking, interpersonal and analytical skills.
- Ability to exercise tact, diplomacy and sound judgement and demonstrate excellent public relations and knowledge to all internal and external customers.
- Ability to perform multiple tasks simultaneously, work well under pressure, and deal with stressful situations with professionalism.
- Ability to maintain discretion when working with sensitive and/or confidential information.



### SALARY

The recruiting salary range for this role is \$91,023 to \$102,401. When determining salary, years of education and experience will be considered. Further details would be discussed in a personal interview. New Westminster Schools also offers a competitive benefits package and pension.



### APPLICATION PROCESS

Applications can be made via the Make a Future website, by selecting the [Manager, Health & Safety](#) posting. This position will remain open until a suitable candidate is identified; however, applications received prior to **September 6, 2024**, will be assured of full consideration.

New Westminster Schools welcomes those who have demonstrated a commitment to upholding the values of justice, equity, diversity, and inclusion, and will assist the organization to expand its capacity for diversity. New Westminster Schools encourages applications from equity seeking groups; these include women, persons with diverse gender expressions, persons of all sexual orientations, racialized persons, persons with disabilities, and First Nations, Métis, and Inuit persons.

School District No. 40 (New Westminster) is an equal opportunity employer. Satisfactory completion of a Vulnerable Sector Criminal Record Check is a legislated requirement for successful applicants.

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