



Health and Safety Manager Job Description

POSITION TITLE: Health and Safety Manager	LOCATION: School Board Office
POSITION CLASSIFICATION: Exempt	SUPERVISOR: Director of Human Resources

BACKGROUND

Situated in the beautiful Cowichan Valley on southern Vancouver Island, the Cowichan Valley School District is located between Victoria and Nanaimo. The Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat and west to the Lake Cowichan region. We are honoured to be learning on the ancestral and unceded territories of the Quw’utsun, Malahat, Stz’uminus, Penelakut, Halalt, Ts’uubaa-asatx and Lyackson peoples. The District serves a student population of approximately 8,700 students of which 1,600 identify as Indigenous. The School District has 22 school sites and an annual budget of over \$111 million. Further information regarding the School District can be obtained at www.sd79.bc.ca.

PURPOSE OF POSITION

Reporting to the Director of Human Resources, this excluded position is responsible for the development, implementation, and management of comprehensive health and safety programs to ensure a healthy and safe work environment for employees, students, and volunteers in the Cowichan Valley School District and to ensure that facilities, equipment, and work procedures comply with applicable statutory requirements.

OUR IDEAL CANDIDATE

- Ensures that site emergency preparedness plans are current, accurate and clearly understood.
- Provides leadership for school Principals in all aspects of school safety and emergency preparedness.
- Advises and assists senior management and other persons involved in planning, controlling, and maintaining a safe and healthy environment for work and learning.
- Develops, implements, and maintains the Occupational Health and Safety Management System, including engaging staff at all levels in promotion of health and safety in accordance that align with the District Strategic Plan.
- Ensures that appropriate mechanisms and committees are in place to enable the District to provide healthy and safe work places for all workers, students and volunteers.
- Analyzes work environments and designs programs to control, eliminate, and prevent disease or injury.
- Represents the Board and acts as a resource to the District Health and Safety Committee.
- Assists in the preparation of the annual budget to cover operating expenses for health and safety.
- Monitors the budget and approves authorizations of expenditures in this regard.
- Receives safety suggestions from employees and/or appropriate site safety committees to determine the feasibility and desirability of suggestions.
- Ensures immediate and appropriate accident and incident reporting, investigations and risk assessments occur as required, exercising discretion and adherence to WorkSafe BC legislation and regulation, providing assistance as required and follow up as necessary.
- Acts in the capacity of the employer’s representative in connection with worksite inspections, hearings and responses to WorkSafe BC Inspection reports and orders.

- Processes and monitors all WorkSafe BC claims at the District level and liaises with SD 23 by providing the required information regarding claims, appeals, relief of costs, employer representation at hearings, etc.
- Arranges for health and safety testing and/or evaluations of the workplace by external agencies/consultants as may be necessary.
- Ensures that adequate First Aid coverage is in place and that designated First Aid attendants are properly trained and certified.
- Organizes and oversees health clinics, such as influenza immunizations for staff.
- Conducts, or makes arrangements for, ergonomic assessments for district employees as required.
- Works proactively with the medical community regarding Return to Work and Stay at Work programs for injured employees.
- Coordinates any health and safety training as required by the Occupational Health and Safety Regulation and Workers Compensation Act.
- Develops courses, prepares materials, schedules, and conducts employee and student training presentations which heighten employee and student awareness of a healthy, sanitary, and safe environment.
- Will on occasion be required to perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- A post-secondary diploma in Health and Safety supplemented by a minimum five (5) years' experience in Health and Safety including hands on experience in designing/implementing safety initiatives preferably in a public sector environment (K-12 public education experience would be an asset).
- Thorough knowledge of Workers Compensation Act, WorkSafe BC OH&S regulations, and claims management.
- Demonstrated track record of managing occupational disability claims, return to work initiatives, accident investigations and worksite inspections.
- Demonstrated ability to provide advice and support to principals, managers, supervisors, employees, and Health & Safety committee representatives.
- Advanced skill level in MS Office programs and OH&S related databases; ability to retrieve and analyze data; develop reports and identify trends with safety programs and claims management activities.
- Knowledge and experience in human resources would be an asset.

How to apply: Please apply via email to Jen Christenson, Staffing Officer, by 12:00pm on Wednesday, June 22, 2022 at jchristenson@sd79.bc.ca

Applications should include a cover letter, a detailed personal résumé with three supervisory references, a brief statement of philosophy and any other relevant supporting documentation. Please submit all documents in one PDF file.

Cowichan Valley School District Strategic Plan:

<https://sd79.bc.ca/wp-content/uploads/Operation-Plan-Strategic-Plan-202024-.pdf>

We thank all applicants for their interest, but only those selected to proceed in the recruitment process will be contacted.