

POSITION PROFILE	
Position Title:	Health & Safety Manager
Reports to:	Human Resource and Safety Manager
Date Revised:	May 2023

The Health & Safety Manager will lead the Health, Safety and Environmental efforts for our Calgary and St. Albert facilities. You will be responsible for leading ABCRC’s safety program to ensure it exceeds goals by training, developing, and motivating a behavioral based safety culture. You are expected to demonstrate a strong leadership by example regarding health and safety through coaching of, and positive reinforcement for, employees.

In this key role, you will be responsible for the following but not limited to as other ad hoc requests may be given:

HEALTH & SAFETY MANAGER KEY FUNCTIONS & ACCOUNTABILITIES

People

- Developing and maintaining a positive work environment of Health & Safety within the organization. Expectation will be that 40% of time is spent on the operational floor
- Consistently communicate and demonstrate support of ABCRC’s values (customer focus, continuous improvement, integrity, valuing people and the health and safety of our employees, contractors, and guests)
- Engage employees in creating safety conscious behaviours

Safety

- Monitor and recommend best practices, policies, procedures related to Environment, Health & Safety
- Supports an incident free workplace mentality
- Hands-on facilitation of the Joint Health & Safety Committee as an advisor/leader
- Leads the Ergonomic Assessment efforts/committee
- Ensure compliance to all environment and OHS related practices and policies (legislative and internal)
- Ensure workplace inspections and safety audits are completed effectively and on-time
- Responsible for all training and tracking of training related to Environment, Health & Safety
- Ensure delivery of employee orientation for environmental and OHS related topics
- Ensure third party safety orientation and compliance (drivers, contractors, and guests)
- Ensure emergency evacuation plan that is updated annually and communicated to all staff
- Analyze incident and accident statistics and make recommendations to prevent a reoccurrence
- Ensure investigation, root-cause analysis, employee review/retraining and the follow-up of any identified action items for all safety related accidents and incidents
- Coordinates and assist with all Core Excellence audits
- Ensure the efficient and safe operation of all material handling equipment, keeping work areas clean and free of any safety hazards at all time
- Ensures that PDA’s are updated as needed and remains current
- Accountable for the WCB process and safe return to work planning

Quality

- Responsible for the Health & Safety budget
- Develop policies, procedures and forms as needed
- Conduct annual reviews of policies & procedures
- Propose and implement prevention strategies and programs thus to the establishment of a culture focused on the reporting of incidents and on the coaching of Supervisors
- Complete the analysis of trends in accidents, incidents and inspections and develop corrective action plans
- Collect, analyze the Health & Safety statistical reports, and communicate key performance indicators to the management on monthly and quarterly basis
- Train employees on job hazard recognition and safe operating procedures
- Conduct observation exercises and assess transfer of safety related knowledge
- Reduction or elimination of hazards in work processes
- Complete all necessary records and reports in a timely manner
- Prepare training schedules to ensure the workflow meets or exceeds ABCRC key safety and performance indicators
- Develop Organizational Health and Safety Leading Indicators and identify 'at risk' areas

EDUCATION, TRAINING AND EXPERIENCE

The Health & Safety Manager requires a post-secondary diploma, with at least 5 years experience in a Health & Safety management capacity. Working knowledge of relevant environment and OHS provincial legislation.

KNOWLEDGE, SKILLS AND BEHAVIOURS

- Thrives in a fast paced, performance excellence-based culture
- Must have ability to remain flexible in a dynamic work environment
- Impeccable judgement and professional maturity
- Demonstrates self-awareness and constantly strives to improve
- Ability to prioritize workload, manage projects and handle multiple responsibilities while meeting tight deadlines
- Sound judgement, initiative, and ability to change prioritizing workloads on demand
- Self-starter with creative mind and an ability to put ideas into practice
- Excellent interpersonal, verbal, and written communication skills
- Excellent presentation skills
- Demonstrated excellence in relationship building
- Ability to act with discretion and treat confidential information appropriately
- Must have excellent communication skills, both written and oral, and the ability to effectively interact with ABCRC employees
- Excellent organizational, analytical, prioritization and problem-solving skills
- Audit experience
- Experience within a unionized environment is an asset
- Demonstrated knowledge and user experience with Microsoft products
- Shift flexibility is a requirement for this position

WORKING CONDITIONS

Physical demands: Regular hours at a desk, using office equipment and attending meetings. Occasional lifting of supplies and materials.

Environmental Conditions: Manage multiple priorities and tasks and may experience interruptions. The position requires excellent organizational and time management skills, and precise attention to details.

Mental Demands: Must gain a good understanding of the OHS Provincial Legislation.

Travel Demands: Time shall be split equally between facilities or as otherwise directed by the VP Operations.