

# Manager, Organizational Health and Safety



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**Job Status:** Permanent, Full-time

**Location:** School Board Office – 2790 Tims Street, Abbotsford

**Job Type:** Excluded

**Closing Date:** Open until filled

**Salary:** \$94,133 - \$117,667

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***The Abbotsford School District is located on the traditional and unceded territory of the Semá:th First Nation and the Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.***

### **Why Abbotsford?**

Located under an hour from Vancouver, the Abbotsford School District is settled in the heart of the beautiful Fraser Valley and surrounded by spectacular mountain views.

### **Why the Abbotsford School District?**

Every day, in every classroom and office at Abbotsford School District, our employees provide a world-class, innovative educational experience for over 19,000 students. We provide a workplace that fosters creativity, inspires excellence, and challenges everyone to embrace growth.

Working in public education is both challenging and rewarding, but at the Abbotsford School District we truly believe that every one of our employees has the opportunity to help children learn, grow, and succeed.

### **Position Summary:**

Reporting to the Senior Manager, Organizational Health & Safety, the Manager, Health and Safety supports the organization by responding to inquiries from school and site-based leaders, investigating and finding solutions to reduce hazards at the workplace, overseeing and delivering various safety programs, and acting as a resource to the Joint Occupational Health and Safety (JOHS) Committees. The incumbent provides direct client support on health and safety matters and builds relationships with District personnel as a subject matter expert on resolving workplace safety issues.

### **Specific Responsibilities:**

- Accountable for supporting and contributing to the development, implementation, evaluation, coordination, and administration of written health and safety policies, procedures, and programs, for all aspects of occupational health and safety (ensuring compliance with relevant legislation).
- Acting as the first point of contact for workplace safety inquiries or issues. This role provides expertise, advice, guidance, and resources to clients and prioritizes, redirects or escalates queries as appropriate.
- Coordinating, and delivering, safety training courses and testing; or arranging for external training, including CPI Nonviolent Crisis Intervention and JOHS Committee training.
- Liaising with all site/school JOHS Committees to ensure these committees meet their mandate as established by the Workers Compensation Act.
- Leading the Environmental Violence Risk Assessment Initiative
- Conducting investigations of serious incidents. Conducting inspections, assessments and audits as needed, to ensure compliance with regulatory requirements.
- Ensuring appropriate and timely incident reporting, investigations, and risk assessments as required exercising discretion and adherence to Workers' Compensation Act and OHS Regulations.
- Acting as a district representative with WorkSafeBC Prevention Officers and responding to WorkSafeBC inquiries, and inspection reports

- Supporting the Senior Manager, Organizational Health and Safety as needed and performing other related duties as assigned.

### **Qualifications:**

- Minimum 2-year Diploma from a recognized post-secondary institution in a related field.
- 5 years' experience in Occupational Health and Safety, including developing and implementing safe work procedures, responding to safety incidents and liaising with JOHS Committees.
- Superior investigative, analytical and creative problem-solving skills.
- Excellent interpersonal, verbal and written communication skills.
- The ability to work independently and as part of a team is essential
- Professional accreditation (CRSP, CSP, CIH, ROH) or the ability to achieve these accreditations is desirable.
- Experience working in a unionized environment is an asset.

### **How to Apply:**

Please submit your application via one of the methods listed below:

Make a Future website <https://www.makeafuture.ca/bc-schools-and-districts/abbotsford-school-district-no-34/>