



Manager, Occupational Health and Safety PASS Grade 7 \$113,050 to \$127,240

About the Board

The Hamilton-Wentworth District School Board (HWDSB) is committed to learning, equity, engagement and innovation. We are guided by our vision, Growing Together, the mission that every student experiences a sense of belonging and engages in dynamic learning to reach their potential and build their own future, and our values of Compassion, Dignity, Trust, and Joy to guide our daily work and ensure that we honour the unique identities and needs of all. Proudly serving a community of approximately 50,000 students in the City of Hamilton and surrounding area, HWDSB operates across 80 elementary schools, 13 secondary schools and 1 Adult Learning Centre, in addition to providing support and service to approximately 8,800 staff members.

Staff Wellness

At HWDSB, staff wellness is a priority. We are committed to co-creating and fostering an environment where staff feel safe, valued, and supported. We are continuously striving to support the needs of our diverse community and actively work to foster and maintain a culture of human rights.

Our holistic Staff Wellness program has been designed to support employee's well-being in all dimensions of health. As one part of this comprehensive program, all staff as well as their dependents have access to free and confidential supports through our Employee and Family Assistance Provider (EFAP), in addition to many other program components.

About the Role

Reporting to the Senior Manager of Human Resource Services and Staff Well-Being, the incumbent will manage all aspects of the organization's Occupational Health and Safety program to ensure compliance with established regulatory requirements and sector best practices. This strategic and hands-on role provides guidance and support to trustees, senior leadership, school administrators, managers and supervisors on all health and safety matters. The incumbent will be instrumental in promoting a culture of health and safety within a diverse multi-union environment and will oversee a team of professionals to coordinate health and safety initiatives and training for all Board employees.

Duties include but are not limited to:

- Manage department staff to ensure health and safety services, support and processes are provided to all system associates.
- Collaborate and liaise with key internal and external associates including Unions; Associations; Service Providers; Contractors; Public Health; Ministry of Environment, Conservation and Parks and Ministry of Labour, Immigration, Training and Skills Development to improve system safety program outcomes.

HWDSB

- Track and maintain all staff health and safety training records as per the Occupational Health and Safety Act.
- Develop, implement and maintain system programs to eliminate both human and financial losses and to ensure compliance with applicable legislation.
- Provide leadership, tools and technical guidance to the Multi-Workplace Joint Health & Safety Committee (JHSC). Participate on external health and safety committees and associations to represent the Board.
- Identify system priorities, develop specific action plans and allocate portions of health and safety operational budget to address needs.
- Determine if an activity is safe for workers

Qualifications:

- Bachelor's Degree in Occupational Health, Safety, or a related field, such as Engineering, or Science plus other recognized post-secondary education including Emergency Preparedness, Fire Safety, Lab Safety.
- Canadian Registered Safety Professional (CRSP) or other OHS designation preferred.
- 5 years' experience in OHS environment preferably in education including practical knowledge of risk management, construction and healthy workplace management.
- Minimum two years of direct staff supervisory experience.
- Effective leadership and management skills.
- Thorough knowledge in OHSA, Safe Drinking Water Act, Health Protection and Promotion Act and other pertinent legislation.
- Skilled in effectively interpreting the requirements of the Acts and regulations for the educational community and its specific environment.
- Strong research, analytical, problem-solving, strategic thinking and planning skills.
- Proven experience building collaborative working relationships and providing exemplary service to a diverse group of interested parties.
- Knowledge and understanding of the complex and reciprocal connections among different elements of the Board's organization and the role of Health and Safety in supporting the delivery of exemplary instructional programs and services; and
- Valid driver's license and access to reliable transportation is required.

Deadline for submission is 4:00 p.m. on April 16, 2025.

To apply, click [HERE](#) to visit the HWDSB Careers page.



Employment Equity Statement

Hamilton-Wentworth District School Board (HWDSB) is committed to building inclusive learning and working environments where students see themselves reflected in the curriculum, staff population, physical surroundings and the broader community.

HWDSB's mission is to empower students to learn and grow to their full potential in a diverse world. Guided by this mission, HWDSB strives to build a workforce that embodies the values of human rights, equity, diversity and inclusion, while reflecting and welcoming the diverse and distinct identities, experiences and needs of our students and our communities.

HWDSB seeks qualified candidates who share our commitment to equity and inclusion, and who will contribute to the vision of creating inclusive and equitable outcomes. HWDSB especially invites and welcomes applications from:

- Indigenous Peoples (e.g., First Nations, Métis and Inuit peoples).
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin (e.g., Black and racialized communities, immigrant communities, etc.).
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women.
- Persons of marginalized sexual orientations, gender identities, and gender expressions. (i.e., Two-spirit and LGBTQIA+).

As part of HWDSB's commitment to employment equity and removing barriers to groups that have faced and continue to face barriers in employment, we invite all applicants to complete a voluntary questionnaire that collects identity-based information. The voluntary questionnaire is on the Apply to Education application page for this position.

HWDSB is committed to providing accommodation throughout the recruitment and selection process, based on any human rights protected grounds. If you require accommodation, please notify us in advance and we will work with you to meet your needs.

Land Acknowledgement

HWDSB is located on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty. The Dish with One Spoon wampum belt represents the treaty relationship between the Haudenosaunee Confederacy and Anishinaabe with respect to sharing the land and resources thereon. The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity. We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

HWDSB

Applicant Self-Identification Form

The information collected on this form is used to monitor HWDSB's progress toward our equity goals including our commitment to diversity in HWDSB recruitment and hiring practices. We are committed to the security and confidentiality of information under our control, and to the protection of privacy with respect to personal and confidential information that is collected, used, disclosed and retained in the system ([Policy 1.6 - Privacy](#)). Information on this form is collected pursuant to [Ontario's Education Equity Action Plan](#) (Ministry of Education) and in accordance with the Municipal Freedom of Information and Protection of Privacy Act ([MFIPPA](#)). Access to this form is restricted to specific individuals in Human Resources. The Research and Analytics Department will use aggregate data from all the forms (not individual data) for internal reporting. Their access and use of the data is governed by MFIPPA and [ethical research practices](#). Applicant Self-Identification Forms will be maintained in the Human Resources job competition file and securely destroyed 1 year after the job posting for candidates not selected for an interview and 6 years after the job posting for candidates interviewed, in accordance with general records retention principles. If you prefer not to answer any of the questions, you can select "prefer not to answer". This in no way affects your application or the applicant selection process. If you have questions or concerns about this form please contact humanresources@hwdsb.on.ca.