

Manager, Health & Safety

Reporting to the Executive Director of Human Resources, the Manager of Health and Safety ensures that all District worksites provide a healthy and safe work environment for all staff and students and that all work sites comply with health and safety legislation, regulations, policies, guidelines, and collective agreement provisions. The Manager of Health and Safety is responsible for the development, implementation, and management of the health and safety program and for directing, assigning and supervising to ensure a healthy and safe work environment. The Manager of Health and Safety is the primary resource person for a variety of health, safety and wellness matters, providing support to schools by coordinating, tracking and supporting safety programs, training, and compliance.

About

The Burnaby School District is the fourth largest in BC. The District operates 41 elementary and 8 secondary schools, including a range of district and provincial resource programs. The District supports and provides learning to 25,000 Kindergarten to Grade 12 (K-12) students and to more than 6,000 adult learners through our established Burnaby Community & Continuing Education program. With more than 100 languages spoken in the homes of its students, the District is one of the most culturally diverse in Canada. Burnaby School District has exceptional talent in their District and pride themselves on being an engaging, collaborative, and supportive employer, as well as a progressive leader in education.

Major Responsibilities

- Develop and implement policies, procedures, and programs to ensure healthy and safe environments in the school district.
- Ensure compliance with government and regulatory agencies, legal requirements, health standards, policies and collective agreements.
- Act as an Employer representative in addressing and responding to government and regulatory agencies.
- Lead and manage outcomes of the District Health and Safety Committee. Monitor worksite Joint Health & Safety Committees to ensure compliance with Work Safe BC regulations.
- Act as a resource to all District employees to ensure compliance with District health and safety policies & procedures and Work Safe BC legislation & regulations.
- Lead the District's emergency procedures and represent the department as required.
- Conduct or oversee investigations, inspections, risk assessments and surveys including preparing recommendations and ensuring implementation of corrective actions.
- Manage the District Disability and Return to Work program for occupational and non-occupational injuries. Work collaboratively with employees, management, unions, and health care professionals to support the recovery and wellbeing of employees returning to work or remaining at work.
- Develop, coordinate, and facilitate training, registration, tracking, and reporting on health and safety matters
- Respond to emergencies outside of regular working hours as needed.
- Ensure the protection of privacy and confidentiality of employee health information.

Education, Experience and Skills

- Bachelor of Science degree or a diploma in Occupational Health and Safety

- CRSP designation supplemented by Occupational Health and Safety or Environmental Health training
- Related experience in a unionized environment and preferably in the public sector
- Advanced knowledge of Work Safe BC, OH&S regulations, legislation and any other requirements pertaining to health, safety and wellness
- Strong written and verbal communication skills. Excellent public speaking, presentation and training skills
- Excellent organizational and time management skills. Ability to meet deadlines and other time pressures
- Excellent interpersonal skills. The ability to establish and engage in collaborative relationships with all levels throughout the organization and external agencies
- Valid BC Driver's license and vehicle

Compensation

Comprehensive total compensation package includes a base salary in the range of \$104,551 - \$130,688 depending on experience, a generous benefits package and participation in a pension plan.

The Burnaby School District is proud to foster an engaging and inclusive environment that values continuous learning and professional development. Our employees have access to advancement opportunities, workshops, professional learning days, and reimbursement for external training.

Location

This position is on-site with the opportunity to work one day from home upon completion of probationary period.

How to apply

If you are interested in this opportunity, please apply through Make A Future (makeafuture.ca).

The Burnaby School District embraces diversity and inclusion as a strength and strives to create a welcoming community where everyone belongs. We encourage applications from all qualified individuals, including Indigenous, Black, and people of colour, people of all genders, LGBTQ2+ individuals, and persons with disabilities.

Due to the volume, please note that only applicants selected for interviews will be contacted. Thank you!