



## **JOB POSTING**

### **Health & Safety Manager**

Louis W. Bray Construction Limited is a well-established Heavy Civil Construction Contractor, continually building on its solid reputation throughout Ontario since 1972. We are seeking a Health and Safety Manager to be a champion for our Safety culture as well as support our continued growth and success.

The Health and Safety Manager is responsible for the development, implementation and evaluation of a comprehensive range of employee health and safety programs and services to meet the goals and legal obligations of Louis W. Bray Construction. These functions include, but may not be limited to, the assessment, facilitation and evaluation of injury prevention, site and environmental safety, occupational health and safety, employee wellness and the development, implementation and consultation on safety policies. The Health and Safety Manager oversees all activities of the Occupational Health and Safety department and provides advice to management and employee

#### **Responsibilities:**

- Plan, develop, implement, coordinate, evaluate, and update Louis W. Bray Construction's health and safety policies, procedures and programs
- Develop annual health and safety plans for the company based on a full review of health and safety-related needs (assessment of hazards, analysis of database, audits, changing legislation and best practices) as required by the Ministry of Labour
- Review occupational health and safety legislation, amendments and best practices to optimize occupational health and safety programs
- Provide all levels of the company with advice related to health and safety matters, legislative requirements and best practices in the field
- Assist in representing management in matters of health and safety with the government, health and safety associations and other outside agencies and organizations
- Provide management with monthly / annual reports on WSIB i non loss time lost time injuries, health-related absenteeism and other occupational health and safety information
- Effectively manage return to work and modified work programs, working closely with the employee, his/her supervisors and the WSIB to ensure the employee's safety and health, as well as ensuring that he or she receives all of the benefits he or she is entitled to
- Provide advice and guidance to managers and supervisors to return injured employees (as soon as possible) to productive work following an injury
- Investigate accidents, incidents, near misses and good catches thoroughly and effectively, and then respond appropriately as required, including communicating to, training and following up with supervisors and employees

- Ensure that work refusals are properly investigated and that any necessary corrections to the work processes are implemented and documented
- Liaise with WSIB on all claims, including managing appeals where appropriate
- Develop, arrange, and present safety orientation and training for all new employees, existing employees and visitors to ensure complete and effective understanding of potential risks and expected behaviours within the company
- Develop a matrix for training requirements, maintain records of all health and safety related training and assist in the development of rollout programs
- Lead the annual COR audit to ensure the effectiveness of occupational health and safety programs
- Develop and manage internal health and safety audits of the company, including risk assessments, at varying levels, and act as a trainer/advisor to internal auditors
- Coordinate inspections, investigations, and occupational health and safety activities within various departments
- Coordinate health and safety supplies by ensuring appropriate supplies are identified and purchased in a timely and cost-effective manner and used appropriately
- Monitor, amend and update the organization's Health and Safety Handbook
- Support and promote occupational health, wellness and safety department initiatives
- Act as a resource to or serve as a member on the Joint Health and Safety Committee, assisting and providing information and responses on behalf of the company
- Prepare and manage the occupational health and safety budget
- Ensure the documentation and retention of all health and safety-related records for the prescribed time limits
- Perform other related duties as required

## **Qualifications and Requirements:**

- Post-secondary school diploma or degree in Occupational Health and Safety or related field of study; CRSP and or NCSO designation would be considered an asset.
- Minimum 5 years' experience with occupational health and safety management
- Knowledge of occupational health and safety management, applicable federal, provincial and municipal regulations/legislation, Workplace Safety & Insurance Act, the Occupational Health & Safety Act and its regulations and applicable Human Rights
- Knowledge of WSIB processes and procedures, including WSIB claims management and related legislation
- Experience with disability management, accident investigation, workplace inspection and job hazard analysis is preferred
- Previous experience in construction (preferably Heavy Civil)
- Proven ability to effectively plan and direct the work of the department and manage its staff and resolve conflict in a positive and constructive manner
- Willing to actively participate in continuous professional development throughout the course of employment
- Proven ability to maintain the confidentiality of information and records
- Service and team-oriented leader who pays specific attention to detail
- Proven ability to handle multiple priorities in a fast-paced environment
- Strong analytical, organizational and problem-solving skills
- Tact, diplomacy, flexibility, listening and persuasion skills

- Strong verbal and written communication skills
- Familiarity with COR certification, ideally having gone through, lead a certification or recertification process
- Proficiency with database applications and administration systems, specifically Microsoft Office
- Travel may be required



*Working the Bray way*

