

Job Description

Job Title:	Manager, Safety Office
Department:	Safety Office
Reports To:	Director of Safety
Jobs Reporting:	Safety Officer(s)
Salary Grade:	USG 13
Effective Date:	July 1, 2019

Primary Purpose

The Manager, Safety Office provides strategic and operational leadership associated with managing the effective, efficient, and comprehensive delivery of health, safety and environmental program services to support the achievement of the University's strategic goals.

Reporting to the Director of Safety, this position will formulate, initiate, implement and interpret policies related to the operations of departments, as well as programs, applicable University-wide. The Manager works toward the achievement of established occupational health and safety goals and objectives.

The Manager, Safety Office will be responsible for one of the following areas: Occupational Health & Safety and Industrial Hygiene and Lab Safety.

Key Accountabilities

Design, Implement and Evaluate Procedures & Programs and Ensure Compliance

- Manage, plan, assign and review work of Safety Officers.
 - Specific accountabilities (Manager, Industrial Hygiene and Lab Safety): oversight of programs related to assigned Occupational Health & Safety Act and Regulations, risk assessment, industrial hygiene, laboratory safety, hazardous waste disposal and training. Is the key role for the oversight and tracking of research risks associated with Biological, Radiological, Chemical, Laser, Animal and Cannabis research, by managing internally developed permitting and inspection systems that track research integrity and compliance
 - Specific accountabilities (Manager, Occupational Health & Safety): oversight of programs related to assigned Occupational Health & Safety Act and Regulations, risk assessment, workplace inspections, ergonomics, workplace violence, Workplace Safety & Insurance Board claims management, asbestos management, contractor safety, and facilities compliance. Manages considerable resources to effectively reduce injuries and incidents; and ensures the proper functioning of the return to work program.
- Leads development and implementation of a comprehensive Health, Safety and Environment Program and oversees compliance with occupational, environmental and other regulatory requirements. Works with the Director to develop and implement programs and processes to enhance the safety of the campus and to control risk.
- Acts as liaison and has accountability to applicable federal and provincial regulatory bodies for compliance reporting, inspection and enforcement purposes.
- Has authority to require compliance with established University procedures and guidelines and to stop work or close an area in the event of immediate danger to faculty staff, students or

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environment
Champions and provides direction for Health, Safety and Environment System <ul style="list-style-type: none">• Provides expert advice on occupational health and safety to University leadership, health and safety committees, faculty, staff and students• Facilitates the practice of risk assessment and its application to specific occupational risks present in a diverse workplace context.• Provides leadership and oversight; providing advice to the Director and the team in establishing processes for effective injury prevention and health, safety and environmental risk management.• Specifies key areas for improvement based on incident indicators, risk and performance
Steers Health, Safety and Environment resources that are professional, responsive, reliable, courteous, effective and efficient <ul style="list-style-type: none">• Assists Director in designing, implementing and monitoring the Safety Office strategic plan• Identifies risks and anticipates hazard trends for proactive rather than reactive response• Engages in collaboration and partnership• Sustains quality and entrenches innovation to improve processes and services• Advocates thoroughness and accuracy for legal scrutiny• Provides data and input to Director for unit budgeting based upon respective portfolios which include injury prevention, compliance, waste management, consulting and supporting systems.• Ensures programs are managed within budget
Manages compliance <ul style="list-style-type: none">• Defines standards through relevant expertise• Monitors and reports on compliance, due diligence and performance using measurement indicators• Ensures departments are informed and held accountable to facilitate the internal responsibility system and advises on appropriate risk control• Resolves concerns with sound judgement, tact, integrity and diplomacy• Controls rather than avoids risks associated with creativity and innovation• Acts as primary liaison with multiple regulatory agencies and is responsible for managing compliance with legislation under the respective portfolio
Leads organizational effectiveness and relationship management: <ul style="list-style-type: none">• Analyses needs, develops strategies and implements improvements• Provides visible leadership by example through relationship building and reinforcing the mission and culture of the University.• Champions team cohesiveness, motivation and commitment to client-focused service and continuous quality environment, treating people with respect and trust.• Uses personal initiative, multi-tasking work of competing priorities and takes action
Ensures the Effective Utilization, Deployment and Development of Staff <ul style="list-style-type: none">• Manages and coaches direct reports comprised of Safety Officers• Deploys staff most productively to meet department goals and objectives in alignment with subject matter expertise• Coaches, trains and develops employees to assure growth and development of those individuals• Conducts Annual Performance Plans with direct reports, and ensures adherence to Annual Performance Planning and Review process within the department

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and*

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safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Undergraduate degree in Health, Safety and Environment or related fields• Extensive ongoing professional development is required to maintain competency.• Professional Designation in Health and Safety including Canadian Registered Safety Professional (CRSP), Certified Industrial Hygienist (CIH) or equivalent.
<p>Experience</p> <ul style="list-style-type: none">• 7 plus years' experience with proven track record of achievement in managing various aspects of health, safety and environment• Extensive experience in the university health and safety environment.• Competencies will include strategic thinking, innovation, superior interpersonal, organizational, and communication skills.• Superior writing and presentation skills and ability to develop manage and deliver training programs.• Demonstrated leadership ability, strategic and tactical thinking, planning and organizational skills.
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Extensive expertise with managing interpretation and compliance with Health, Safety and Environment legislation.• Ability to handle sensitive and confidential matters with discretion• Demonstrated proactive approach to program implementation, problem solving, making timely and effective decisions• Expertise in conducting industrial and environmental hygiene sampling and interpretation.• Ontario driver's license Class G.• MS Office Suite, experience using databases, web-based interfaces; Information Systems; SharePoint• Maintains competency in hazardous materials response team.• Extensive knowledge of organization, building infrastructure and laboratory environment

Nature and Scope

- **Contacts:** Interpersonal: Deals with confidential materials and must exercise sound judgement, tact, unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle sensitive issues. Internal: Communicates with all members of University community including senior leadership to deal with, influence and motivate others and to promote, justify and settle safety-related issues. Resolves situations as a consensus facilitator with creative abilities to achieve success for the University. External: Liaises with professional and government regulators and agencies representing the University on compliance matters that critical to the deliverables of the University of Waterloo.
- **Level of Responsibility:** Responsible for provision of expert advice, management of health, safety and environment program services and compliance with legislative and legal requirements for all aspects of the University. Oversees the department in the absence of the Director and direct reports on a day-to-day basis.
- **Decision-Making Authority:** The position ensures that all reasonable precautions are taken. A hesitation to pursue resolution of a health, safety and environment issue or fault in the health, safety

and environment program could result in serious disruption to academic/research programs and campus services while damaging the institution's reputation. The position has signing authority for Safety Office accounts and negotiating supplier contracts.

- **Physical and Sensory Demands:** Varied physical positions with occasional climbing, lifting and carrying required. Occasional periods of extensive sitting, concentrated use of visual sense and physical effort that may result in moderate fatigue, strain, or injury as a result of repetitive keyboard/mouse movement
- **Working Environment:** Involves visiting varying work areas and locations in and outdoors at all times of the year, normally within Monday to Friday hours, however is occasionally required to vary schedule. May be required to handle hazardous materials and enter higher hazard work areas (construction projects; injury and fire scenes). Uses various personal protective equipment (PPE) as appropriate.