

## ONE-YEAR CONTRACT MANAGER, HEALTH & SAFETY

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic, innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals with an intellectual disability, as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite care.

To ensure the services we offer are continuously improving, we're seeking a Manager, Health & Safety who will create, implement, embed, and continuously improve a strategically aligned Health & Safety System.

### **Role Summary**

Accountable to the Chief Human Resources Officer, and working with both unionized and non-unionized employees, the successful candidate will ensure the needs of the business are met by creating a sense of accountability and ownership across the Association in Health & Safety processes, requirements, and corrective actions and solutions, resulting in an environment of proactive change and will include creating, implementing, embedding and continuously improving an integrated workflow with Quality Management and Properties as a means to proactively provide customer and employee health and safety.

### **Key Responsibilities**

#### **Lead the Establishment of an Enterprise-Wide Health & Safety System**

In enabling the business strategy, create, implement, embed and continuously improve a proactive health and safety strategy inclusive of an enterprise-wide Health and Safety Management System following 5S systems and compliance requirements:

- Develop a behaviour-based Health & Safety system from conception through implementation and integration
- Provide interactive and evolving hands-on leadership, coaching and mentorship to the Association, as well as to the Joint Health and Safety Committee (JH&SC).
  - Lead, mentor and take initiatives to further advance the JH&SC.
- Act as a change agent to influence leaders and key stakeholders to engage with Health & Safety initiatives
- Review and keep the Health & Safety Training Programme current to ensure proper training is provided for all employees
- Engage in risk mitigation through risk assessment, job safety analysis, incident analysis, safety observations and preventative workplace violence analysis
- Utilize key health and safety metrics to conduct root cause analysis to identify trends and provide recommendations to improve health and safety with a focus on prevention
- Identify proactive opportunities for innovation in programme development and delivery by researching current and future health and safety industry trends
- Understand and communicate compliance requirements regarding Occupational Health & Safety legislation, Workplace Safety and Insurance legislation and other applicable laws and regulations
- In conjunction with the business, represent the organization in all interactions with external auditors, inspectors and authorities

- Works with Quality Management, as well as Properties to support safety protocols including the implementation and maintenance of a stakeholder safety plan; regular consumer/customer safety reporting.

### **WSIB and Disability Management Processes**

- Create, implement, embed and continuously evolve wellness initiatives in partnership with the Total Rewards Manager, as a means to promote a healthy and safe work environment
- Create, implement, embed, and continuously evolve proactive initiatives as a means to reduce WSIB occurrences
- Liaise with Supervisors/Managers to establish preventative steps that mitigate future injury occurrences
- Oversee all the reporting and documentation required by WSIB within allotted timeframes (Form 7, 9, ROE7, Objections, SEIF Letters, etc.) ensuring policies and procedures are innovative while compliant with regulations
- Engage in the Return-to-Work and Accommodation process as a subject matter expert as required

### **Key Relationships**

**Ministry of Labour :** Represent the Association and inform the Ministry of incidents when necessary.

**Joint Health and Safety Committee:** Co-Chair the Committee, provide subject matter expertise on industry trends and influence, and mentor the members of the Committee.

**Senior Leadership:** Provide subject matter expertise and communicate recommendations developed through analysis of data.

**Supervisors and Managers:** Influence “Need to Own” Health & Safety as a proactive tool in risk mitigation and reduction of liability. Support with complex issues.

**Employees:** Communicate ownership of safe work practices and exchange of information not readily understood by the recipient.

### **Qualifications**

#### **Education & Training**

- University Degree in Occupational Health & Safety or equivalent
- Certified Industrial Hygienist (CIH) or equivalent is an asset
- Canadian Registered Safety Professional (CRSP) or equivalent is an asset
- Joint Health and Safety Committee (JHSC) certification is an asset

#### **Experience**

- Minimum 7 years of progressive experience within Health & Safety inclusive of 3 to 5 years experience in a Health & Safety leadership role
- Proven ability to develop a behaviour-based Health & Safety System from conception through implementation and integration
- Experience managing workers’ compensation claims and return-to-work procedures
- ISO 22716 experience is an asset

**Technical Skills & Knowledge**

- Proficiency with MS Office (Excel, Word, Outlook) and other software programmes to produce documents, reports, databases, presentations, and communication vehicles for staff training and development
- Expert knowledge and previous experience with Provincial Health & Safety standards
- Familiarity with Health & Safety management frameworks for tracking metrics, action plans, sustainability and training
- Excellent written and oral communications skills
- Demonstrated results as a participative change agent
- Excellent stakeholder relations capabilities
- Ability to professionally handle confidential material and associate issues

**Behaviours**

- Able to self-start, work independently, but also engage with, and function as part of, a team
- Excellent analytical, critical thinking, and problem-solving capabilities
- Ability to lead change and influence an organization from a position of credibility and competence
- Strong relationship building and management skills – a change agent and strategic business partner
- Proven ability to demonstrate self-confidence while balancing both technical and soft skills in influencing an organization
- Exceptional assessment capability – exemplary understanding of self, people and motivations
- Exceptional empathy
- Understands and embraces the value of an inclusive and diverse workforce where employees feel valued, respected, and understood

**Location, Work Hours, Work Environment**

- 20 Spadina Road, Toronto, Ontario M5R 2S7, however, is subject to change
- Position may require occasional work hours (evenings and weekends) outside the standard Monday to Friday work week on an as-needed basis
- Extensive computer and telephone use (emails, taking calls from staff)
- Travel locally within the GTA and occasionally to our camp at our Stouffville location

*To be considered in complete confidence for this opportunity, please submit a detailed resume to:*

*Maureen O'Reilly & Associates*

[maureen@maureenoreilly.com](mailto:maureen@maureenoreilly.com)