



## LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



**The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront.**

If you're looking for a great career and a chance to make an impact, PortsToronto has the following exciting opportunity awaiting you:

### HEALTH AND SAFETY MANAGER

This position is responsible to promote a culture of safety for all employees. The role will recommend, develop, implement, and monitor corporate Health and Safety policies and Safe Operating Procedures, and ensure the organisation is compliant with applicable legislation. The position also leads the Occupational Health and Safety Committees, and is attuned to preventing or reducing hazards, dangers and accidents in the workplace.

This role promotes and provides Health and Safety training initiatives and programs and delivers these programs to managers and employees. In addition, the role manages WISB claims, Return to Work and Absence Management programs.

Some of the key responsibilities for this position include, but are not limited to:

#### Health and Safety Compliance

- Act as a strategic partner and advisor on Health, Safety and Environmental issues
- Recommend, Develop, and implement Corporate Health and Safety Policies, Procedures and Programs and Training
- In partnership with business unit managers, develop and produce Safe Operating Procedures for all business units.
- Monitor legislative changes and ensure corporate compliance
- Maintain Hazard/Risk Register for each business unit.
- Maintain electronic files of safety, absence, training and other related statistics

### **Health and Safety Training**

- Annually review training needs with unit managers and ensure regulatory training is completed.
- Conduct new employee health and safety orientation and/or other relevant training

### **Health and Safety Committee**

- Arrange Workplace Health and Safety Committee (WHSC) meetings, including agenda, minutes, meeting dates
- Oversee all Health and Safety Programs and ensure they are working effectively
- Lead or support all workplace injury investigations and near misses. Follow up to ensure actions or measures are in place and effective.
- Document full reports of investigation and e-file accordingly.

### **Claims Management**

- Review all claims and arrange Early and Safe Return to Work and Modified Work Programs

### **Work Place Inspection**

- Ensure monthly workplace inspections of the business units are completed and are tracked, e-filed.
- Ensure Identified issues are followed up on for complete resolution or escalated to the WHSC as required.

## **QUALIFICATIONS**

- Post-secondary education with a Degree or Diploma in Occupational Health and Safety, Health Safety & Environmental Management, Safety Engineering or equivalent.
- Canadian Registered Safety Professional (CRSP), Certified Health & Safety Consultant (CHSC), Certificate of Recognition (COR) and/or Construction Health & Safety Officer (CHSO) Designations are highly preferred
- Minimum five to seven (5-7) years direct experience working in an industrial or construction environment providing Health and Safety consultation to a unionised workforce
- Certificate in adult instruction, training and development an asset
- Experience in managing WSIB claims and drafting individualized RTW programs
- Solid knowledge and understanding of the Canada Labour Code Part II, Regulations, WSIA, OHSIA and construction regulations CSA Standards.
- Familiar with Transport Canada Marine Regulations.
- Familiar with the National Fire Code and or Building Code
- Familiar with airport or marine operations an asset
- Excellent writing abilities and experience in documenting policies and Safe Operating Procedures
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to building trusting relationships and be a team player
- Solid leadership ability managing and coaching others, experience in a unionized environment
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations, letters, policies and employee training
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results
- Strong decision making, including strategic and critical thinking abilities and analytical abilities

- Effective at problem solving, negotiating resolutions and conducting root cause analysis with a goal towards continuous improvements
- Proficient computer skills with Microsoft Office products
- Excellent time and project management, organized, possessing a solid ability to plan and follow up
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Fluency in both official languages, English and French, Oral and Written is an asset

#### **SPECIAL CONDITIONS**

- Criminal record and credit check will be conducted on hire
- Annual Driver's License validity check
- Flexibility to work extended hours or weekends, as the need arises
- Active response to emails afterhours may be required
- Position is mobile, requirements to travel to all business units as needed is required (40%)

We offer a challenging and rewarding place to work, and provide our employees with excellent benefits and a positive work environment.

**Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@portstoronto.com](mailto:careers@portstoronto.com) on or before February 18, 2019.**

In the Subject Line, please quote: **HEALTH AND SAFETY MANAGER**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.  
PortsToronto is an equal opportunity employer.

*To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront, please go to [www.portstoronto.com](http://www.portstoronto.com)*