



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 for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

HEALTH & SAFETY MANAGER

POSITION OVERVIEW

This position is responsible to promote a culture of safety for all employees. This includes being responsible for building, enhancing and implementing health, safety and wellness programs, policies, and procedures.

The Health and Safety Manager will drive initiatives across the organization by inspiring and fostering a culture of prevention, continuous improvement, best in class health, safety and wellness standards. The position will take the lead in all incident and accident prevention, investigations, return to work programs and will ensure compliance with all applicable legislation and standards. The position also leads the Work Place Health and Safety Committees, and is attuned to preventing or reducing hazards and accidents in the workplace.

This role also creates Health and Safety training programs and initiatives and delivers these programs to managers and employees. In addition, the role manages WSIB claims, Return to Work, and the Wellness programs.

This position requires an experienced individual who has a depth of experience and understanding of occupational health and safety issues across diverse industry sectors.

General duties and responsibilities include, but are not limited to:

Health and Safety Policies and Compliance

- Act as a strategic partner and advisor on Health, Safety and Environmental issues
- Coordinate corporately and communicate any health emergencies
- Lead Accessibility Canada project, act as the main point of contact for business units and vendors
- Lead by demonstrating the required behaviours, attitudes and mindset to develop a strong corporate safety culture
- Set and communicate goals, direction and priorities in the development of a comprehensive safety management program;
- Recommend, develop, and implement Corporate Health and Safety Policies, Procedures, and Programs
- Provide guidance to management for the implementation of Health and Safety practices to ensure the safety and well-being of all employees
- Develop and maintain positive working relationships with industry associations, regulators and key stakeholders
- Collaborate with internal leaders and employees across the organization to assess and control hazardous conditions or equipment.
- Research emerging Health and Safety issues across the organization
- Coordinate and conduct health and safety audits of each business unit
- In partnership with business unit managers, develop Standard Operating Procedures.
- Monitor legislative changes and ensure corporate compliance
- Source and purchase or create training programs, include in Learning Management System (LMS) and maintain the LMS
- Submit WSIB claims and ESDC Hazardous Occurrence Reports
- Submit ESDC Annual JOHSC & EAHOR reports.
- Ensure all health and safety programs are relevant, current and effective
- Maintain and update as needed the Hazard Awareness program, and MSD Prevention program
- Maintain Hazard Risk Register for each business unit. Work collaboratively with Business Unit Managers and JOHSC to continually identify Hazards and associated risks and keep risk as low as reasonably achievable.
- Maintain an electronic file of training records and database, including training attendance in both hard and soft copies.
- Maintain an electronic file of any safety incidents and injuries
- Ensure onsite contractors have adequate Health and Safety Plans and Policies for the tasks to perform
- Assist Infrastructure Planning and Environment Department in identifying the hazards of new projects and assessing the adequacy of contractors' HS Programs prior to the project commencement
- Continuously seek opportunities for improvement to the Health and Safety program and quickly take steps to implement or adapt the appropriate changes to maintain the Occupational Health and Safety program

Health and Safety Training

- Liaise with unit managers and identify training needs. Annually review training needs with unit managers and ensure mandatory training is completed
- Conduct new employee health and safety orientation and re-fresh content as needed
- Plan, implement and manage programs to ensure compliance with mandatory training
- Create and facilitate or procure and offer ongoing Health and Safety training and educational programs

Health and Safety Committee

- Coordinate WHSC meetings, as required by the Canada Labour Code.
- In partnership with the Worker Representatives Co-Chair, complete the meeting agenda, record the meeting minutes, set the meeting dates and coordinate invites, and distribute meeting minutes to senior managers and business units.
- Lead or support all workplace injury and near misses investigations.
- Ensure appropriate training for committee members and management on conducting investigations and root causes analysis, inspecting the workplace, identifying hazards and implementing corrective or preventative measures.
- Follow up to ensure actions or measures are in place and effective.

Claims Management

- Develop and promote safe and early return to work strategies.
- Review all WSIB claims, liaise with WSIB Case Manager, WSIB Return-to-Work Specialist and Business Unit manager; Collect injured employees' Functional Abilities Forms (FAF);
- Arrange Early and Safe Return to Work meetings
- Maintain lost time injury chart. Track and trend workplace issues.
- Review and update as needed, the Return to Work Policy and Program
- Ensure JOHSC is aware of workplace injuries/near misses and that preventative measures are taken
- Assist Business Unit management and JOHSC Members in conducting Incident Investigations and documenting the root and contributory causes and recommendations.
- Assist managers and employees with WSIB claims issues as required.
- Maintain electronic files of all WSIB claims

Work Place Inspection and Investigations

- Inspect and evaluate workplace environments, equipment and practices in order to ensure compliance with safety standards and government regulations
- Inspect work places to detect existing or potential health or safety hazards, and inform business unit management of observed deficiencies.
- Ensure JOHSC's legislated workplace inspections of the workplace are completed
- Assist the business units in conducting their monthly workplace inspections
- Act as Chief Safety Officer in any airport emergency situation
- Ensure corrective action and recommendations have been implemented

- Conduct thorough and objective investigations into incidents or policy breaches to determine causes and recommended action for prevention.

Health, Safety and Environment

- Demonstrate leadership of health and safety programs to ensure compliance with all safety policies and procedures.
- Maintain currency of the Canada Labour Code, Part II, the Regulations, and Ports Toronto's Standard Operating Procedures.
- Promote a Safety Culture environment ensuring support and buy-in at all levels
- Attend all health and safety training sessions
- Write and publish PortsToronto Health and Safety newsletters
- Ensure employees are made aware of workplace hazards and required control measures to prevent injuries
- On an ongoing basis, update Job Hazard Analysis, Hazard Identification and Risk Assessments and Physical Demand Analysis
- Regularly monitor labour and health & safety legislation to ensure ongoing compliance.
- Provide coaching and guidance to managers with regard to Health and Safety subject matters
- Administrate the SDS Online platform, and ensure SDS are available to all users
- Participate in ESG Initiatives

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) or Certified Health & Safety Consultant (CHSC) is required.
- Certificate of Recognition (COR) and/or Construction Health & Safety Officer (CHSO) Designations are highly preferred
- IMS 200 and IMS 300 an asset
- Minimum five to seven (5-7) years direct experience working in an industrial or construction environment providing Health and Safety consultation to a unionized workforce
- Solid knowledge and understanding of the Canada Labour Code Part II, Regulations is required.
- Experience and understanding of WSIA, Ontario H&S Act and regulations, CSA Standards is also a necessity
- Familiar with Transport Canada Marine Regulations and Canadian Aviation Regulations National Fire Code and Building Code
- Excellent writing abilities and experience in documenting Policies and Standard Operating Procedures
- Excellent ability to investigation accidents, document findings and make recommendations a requirement
- Proven ability to interpret, evaluate and apply regulations, policies and procedures to a wide variety of work situations.
- Experience in managing WSIB claims and drafting individualized RTW programs
- Experience creating training programs and facilitating them with Adult Learning Principles
- 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 coaching others, experience in a unionized environment required
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations and employee training
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results
- Strong decision making and negotiating skills, 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 skills, organized and possessing a solid ability to plan and follow up
- Able to meet deadlines and adapt easily to change
- Aviation and/or marine operation experience a considerable asset
- Certificate in adult instruction, training and development an asset
- French language fluency is an asset

Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@porttoronto.com.

In the Subject Line state: **HEALTH & SAFETY MANAGER**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.