

Position Summary

Location:	Toronto, Ontario, Canada
Position Type:	Permanent Full-Time
Reports To:	Executive Vice President

General Description

The Health & Safety Manager is responsible for managing the complete health and safety program for BLT. The company and all project team members will rely on this Manager for guidance and support as it relates to health and safety. This Manager will work closely with BLT's senior leadership team.

This Management position requires excellence in professionalism, organization, safety, construction knowledge, reporting, leading various teams with efficiency, accuracy and urgency. Travel will be required.

Requirements

- A valid driver's license with a good driving record and the ability to drive to jobsites
- Strong computer proficiency in Microsoft Office Suite
- Availability to work after-hours in times of intense activity and/or emergency situations

Roles and Responsibilities

The Health & Safety Manager must conduct themselves professionally.

All written, verbal, or any other form of communication with any project/company team members must be dealt with in no less than a professional manner. There will be zero tolerance for any actions or correspondences that do not adhere to professional conduct.

The Health & Safety Manager must have an extremely strong grasp of current and upcoming health and safety rules, regulations, guidelines as they specifically relate to the construction industry.

Having a "strong" grasp should be demonstrated through a thorough and detailed understanding of current-upcoming requirements, through development of new programs for BLT, their implementation, and enforcement. This manager must know and be able to recite, identify, and reference requirements outlined in but not limited to:

- Ministry of Labour Green Book
- Once provided, the BLT Health & Safety Policy

This manager should be fully trained and certified in no less than:

- First Aid
- Working at Heights
- Basics of Site Supervision
- WHMIS
- Internal auditor training in the Certificate of Recognition (COR) Program.
- JHSC Certification training (at least Part 1 completed).
- Standard A or C First Aid with CPR A + AED.
- Certified Canadian Registered Safety Professional (CRSP) and / or Certified Health and Safety consultant (CHSC)

Time is of the essence. The Health & Safety Manager will have an innate sense of urgency as well as the ability to quickly and efficiently identify and properly address challenges as generally outlined below (but not limited to).

This sense of urgency must be demonstrated through:

- Prompt review of existing policies and procedures to ensure compliance to latest Ministry of Labour and other requirements, and immediately re-drafting and implementing changes as required
- Pro-actively lead new company initiatives as it relates to Health & Safety
 - i.e. COR Certification
- Quickly identify and immediately address existing/potential future challenges and/or issues as it relates to Health & Safety compliance

The Health & Safety Manager will be intimately involved in managing the Health & Safety Policy by:

- Ensuring that each site has the following at a minimum:
 - Safety Board with all documents
 - All safety certificates as required
 - All safety equipment as required
 - Collect, review, file for compliance and completion
 - All site safety reports
 - All safety inspection reports
 - Other documents, reports and H&S items as required
- Conduct project inspections to identify hazards, unsafe work activities, potential risks and controls required to eliminate, contain, revise procedure and reduce the exposure.
- Maintain corporate and subcontractor documentation as implemented and contractually required.
- Assist in developing and implementing safety programs in compliance with Provincial legislation and Regulations.

- Monitor safety performance of on-site workers to determine vulnerability.
- Identify potential hazards and hazardous materials.
- Perform accident investigations to gauge measures that need to be taken to prevent them the next time.
- Develop and submit comprehensive safety policies and procedures.
- Review weekly HSE meeting minutes to verify that meaningful information is being provided to workers.
- Educate workers about the company's safety policy and procedures and essential safety standards.
- Inspect safety related complaints such as spills, incidents, etc.
- Conduct safety trainings and orientations.
- Provide appropriate methods of documenting inspections.
- Verify that corrective actions identified during inspections are implemented.
- Oversee contractor/subcontractor safety background checks and manage WSIB Clearance Certificates with the goal of assisting in the procurement contractor selection process.
- Receive reports from and respond to orders by the Ministry of Labour inspectors.
- Audit the filing of correct Ministry of Labour Notices and related forms.
- Perform and coordinate emergency response drills.
- Arrange for OSHA mandated testing and/or evaluations.
- Lead and attend all required safety meetings and actively participate as a member of the Joint Health and Safety Committee, as well as applicable safety committees.
- Coordinate and arrange for the implementation of daily and weekly supervisory safety/toolbox talk programs on construction projects.
- Provide recommendations for improvement in the injury/Near Miss investigation process.
- Provide on-site assistance with safe return-to-work plans with those that require accommodation.

Secondary Responsibilities

- Assist in other projects as periodically required
- Any reasonable requests by management are valid job assignments