

Health & Safety Officer

Facilities

Full Time, Regular

Competition #150-23/24

Brandon, Manitoba

Salary: \$77,959.70 to \$99,501.82 annually (\$41.22 to \$52.61 hourly)

Classification: Excluded

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years.

The Health & Safety Officer plays an integral role in maintaining a safe and healthy environment across all Assiniboine Community College campuses and locations. Reporting to the Director of Facilities, the Health & Safety Officer is responsible for creating, implementing, and managing comprehensive health and safety programs and protocols and ensures compliance with legal and regulatory requirements. This role involves close collaboration with various internal and external stakeholders, including college leadership, staff, students, and local emergency response teams.

Be Passionate and Take Initiative with these Responsibilities:

- Manages the day-to-day operations of Health and Safety.
- Develops, implements, and evaluates strategies, policies, procedures, codes of practices, and programs/services. This includes monitoring and analyzing the progress of programs and services, ensuring appropriate response to the evolving needs of the College, increasing effectiveness and efficiencies.
- Oversees all incident investigations and ensures that all documentation is submitted to the Manitoba Workplace Safety and Health Division and Workplace Safety and Health Committees.
- Oversees all Workers' Compensation Board (WCB) claims, documentation, and investigations (when necessary). Will liaise with Human Resources on matters related to workplace injuries.
- Manages the administration of department contracts and ensures compliance with federal and provincial regulatory bodies.
- Develops, implements, and evaluates the comprehensive Health and Safety programs to ensure legal and regulatory requirements are met and are in alignment with the overall College's mission, vision, and strategic plan.

Be able to deliver results by having:

- Relevant post-secondary education with experience in a Health and Safety role or an equivalent combination of education and experience may be considered.
- CRSP (Canadian Registered Safety Professional) or CHSC (Certified Health and Safety Consultant) designations are preferred. Other professional safety designations may be considered.
- Strong understanding of Workplace Safety and Health (WSH) regulatory requirements at provincial and federal levels.
- Familiarity with Occupational Safety and Health Management, Worker's Compensation Act, and relevant regulatory bodies.
- Proficiency in Microsoft Office (i.e. Word, Excel, Outlook).

Please refer to the attached job description for further information.

This competition will remain open until the position is filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or careers@assiniboine.net.

Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.

If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #150-23/24 to careers@assiniboine.net.

We thank you for your interest. Only those selected for further consideration will be contacted.

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