

Health & Safety Officer

Facilities

Full Time, Regular

Brandon, MB

Comp #115-24/25

Salary: \$77,699.70 to \$99,169.98 annually (\$41.22 to \$52.61 hourly)

Classification: Excluded

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

The Health & Safety Officer plays an integral role in maintaining a safe and healthy environment across all Assiniboine 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. The Health & Safety Officer is tasked with developing and maintaining relationships that support a robust safety culture. They provide expert guidance on health and safety matters, coordinate/lead incident investigations, and oversee the management of the departmental budget. The Health & Safety Officer promotes health and safety awareness through training and workshops, manages documentation, and stays current on evolving health and safety regulations and industry practices.

Some Key Responsibilities:

- ▶ Manages the day-to-day operations of Health and Safety.
- ▶ Manage contractor compliance with health and safety regulations by leading risk assessments, safety training, incident investigations, emergency preparedness, and hazardous materials oversight to ensure a safe, compliant work environment.
- ▶ Conduct building inspections to ensure compliance with safety standards and address potential hazards to maintain a safe work environment.
- ▶ 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 health and safety contracts and ensures compliance with federal and provincial regulatory bodies.

Some Qualifications:

- ▶ 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.
- ▶ Proficiency in Microsoft Office (i.e. Word, Excel, Outlook).
- ▶ Familiarity with Occupational Safety and Health Management, Worker's Compensation Act, and relevant regulatory bodies.

This competition will remain open until the position is filled.

Discover full details about the position please see the attached job description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.



How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishinewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.