



SAFETY AND HEALTH MANAGER JOB DESCRIPTION

JOB TITLE:	Safety and Health Manager
DEPARTMENT:	Human Resources and Administration
REPORTS TO:	The Chief Administration Officer
HOURS:	40 hrs p/week (FT)
VACATION:	Accrue at 6%
BENEFITES:	GRRSP and Health Benefits Immediate Enrollment

JOB SUMMARY

The Safety and Health Manager plays a critical role in ensuring that all Turning Leaf locations, programs, and homes across Manitoba and Saskatchewan comply with applicable safety regulations and licensing requirements. This position is focused on accident and injury prevention through proactive identification, safety training, and the development and implementation of comprehensive safety and health programs. The manager promotes a culture of safety and continuous improvement by collaborating with management and Safety and Health Committee, maintaining detailed safety records, liaising with external regulatory bodies, and advising leadership on safety and health policies, emergency preparedness, and fire safety. The role supports a safe environment for staff and participants through education, inspections, and risk mitigation strategies.

The Safety and Health Manager reports to:

The Chief Administrative Officer, who serves as the primary manager for this position, will provide administrative oversight, final approval for all safety-related plans, initiatives, policies, and procedures, and ensures agency-wide compliance and documentation standards are met.

The role also involves functional collaboration with the Chief Operating Officer of Intensive Home Support (IHS) and Community-Based Treatment (CBT) to support

licensing requirements, safety implementation within programs and homes, conduct risk assessments, and tailor training to operational needs.

PRIMARY DUTIES AND RESPONSIBILITIES

Safety Compliance and Risk Management:

- Ensure safety compliance across all The Agencies' homes and locations in Manitoba and Saskatchewan.
- Verify adherence to building codes, fire codes, and public health measures that may impact program operations.
- Actively participate in the planning and review process for new IHS/CBT housing to ensure safety compliance.

Inspections and Audits:

- Conduct regular safety inspections and audits to identify hazards and ensure regulatory compliance.
- Investigate workplace accidents, near-misses, and incidents to determine root causes and recommend corrective actions.
- Maintain accurate records of safety inspections, incident investigations, and risk assessments.
- Monitor safety performance metrics and trends to identify areas for improvement.

Policy Development and Strategic Planning:

- Develop and implement safety policies and procedures to mitigate risks and enhance workplace safety.
- Collaborate with management to design and execute safety improvement plans and initiatives.
- Provide recommendations for policy and procedure amendments, subject to leadership approval.

Training and Education:

- Deliver safety training and education to employees, including emergency response drills and hazard awareness.

- Collaborate with the Training Unit to maintain and update the safety training curriculum.
- Ensure proper use of personal protective equipment (PPE) and safety gear across all programs.

Committee and Stakeholder Engagement:

- Meet quarterly with the Safety and Health Committee to review safety matters and share updates.
- Establish and oversee safety superintendents for each location/department/and program.
- Collaborate with the Office Manager on incident reporting and Workers Compensation Board (WCB) claims.

Reporting and Documentation:

- Incident Reports – Monthly (workplace accidents, near-misses, and safety incidents)
- Safety Inspection Reports – As conducted (summarizing findings from inspections and audits)
- Risk Assessment Reports – As needed (identifying potential hazards and assessing risks)
- Safety Training Reports – Monthly (tracking sessions and certifications)
- Compliance and Annual Violence Reports – Annually
- Key Performance Indicator (KPI) Reports – Tracking incidents, safety claims, and lost time due to work-related injuries- monthly

Other:

- Perform other duties as assigned by leadership to support the agency’s safety and health objective and strategic plan.

ESSENTIAL REQUIREMENTS

- Valid First Aid/CPR certification.
- Minimum of 3 years in a safety and health related role.
- Strong knowledge of OSHA (or equivalent) regulations and workplace safety standards.

- Excellent communication and interpersonal skills.
- Strong reporting and administration ability.
- Highly organized and detail-oriented
- Demonstrated ability to conduct thorough risk assessments and develop effective safety plans
- Clear Criminal Record Check with Vulnerable Sector Check, Adult Abuse and Child Abuse Registry Checks (no older than three months).
- Valid class 5F driver's license with access to a reliable vehicle.
- Must be able to travel throughout Turningleaf locations in Manitoba and Saskatchewan
- Three employment references.

EDUCATION

- Post-secondary education in Occupational Safety, Environmental Health, or a related field.
- Canadian Registered Safety Professional (CRSP) designation from the Board of Canadian Registered Safety Professionals (BCRSP) (desired).
- Health & Safety Professional (HSP) certification (required).

REQUIRED ATTRIBUTES

- Detail-oriented and proactive in identifying potential safety hazards.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Skilled in developing and implementing safety policies and procedures
- Capable of conducting safety training programs and emergency drills
- Experienced in investigating workplace incidents and promoting a culture of safety
- Proficient in monitoring and evaluating safety performance metrics
- Excellent organizational and time management skills
- Strong leadership and mentoring capabilities
- Exceptional oral and written communication skills
- Ability to read, analyze, and interpret technical information and data
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook)

- Solid understanding of applicable safety legislation and standards, including the Workplace Safety and Health Act, WHMIS, and relevant provincial regulations
- Demonstrated experience in developing, implementing, and managing workplace safety programs, preferably within a non-profit or community-based environment
- Proficiency in safety-related technical tasks essential for licensing and compliance, including risk assessments, incident investigations, and hazard inspections

SUPERVISION

- Reports to the Chief Administration Officer

How to Apply

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to careersmb@tsservices.ca. Posting will remain open until the position is filled.

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process. **We thank all applicants, but only those being considered for an interview will be contacted.**

Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of diversity, equity, inclusion, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued