

# Job Posting

## #26.68 OCCUPATIONAL HEALTH & SAFETY MANAGER

**\*Please See Below for Shift Details\***

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

### **Position Overview:**

Reporting to the Manager of Human Resources, the Occupational Health and Safety Manager is responsible for the continued development and implementation and improvement of the organization's Occupational Health and Safety program. The Occupational Health and Safety Manager will work collaboratively with our leadership and management team, JOSH committees, union representatives and WorkSafeBC. They will work together to proactively resolve staff health and safety issues, ensure compliance with WorkSafeBC orders and applicable legislation and regulations and develop and ensure internal OHS policies are maintained across the organization. This position will be involved in matters that are highly confidential and personal in nature such as WorkSafe BC claims management, appeals and possible participation in grievance administration. The Occupational Health and Safety Manager will ensure a coordinated, proactive approach to disability management/return to work programs and promote a positive, healthy and "safety first" workplace culture across the organization.

### **Duties and Responsibilities:**

- Coordinate and implement Health & Safety program in accordance with WorkSafeBC regulations and standards.
- Provide health & safety training to staff including managers and supervisors.
- Analyze and investigate health & safety incidents in compliance with WorkSafeBC regulations and standards.
- Keep accurate records and reports.
- Annually review and update Violence Risk Assessments for all sites.
- Develop procedures for safety concerns in compliance with WorkSafeBC, for example, Tuberculosis control procedures.

- Develop a violence prevention program.
- Represent the Employer and be able to lead and mentor the Joint Health and Safety Committees.
- Assist with the implementation and management of comprehensive health and safety and emergency preparedness programs.
- Provide support to staff on matters of health and safety to identify, mediate, advise, and mitigate incidents or situations that have the potential to effect employee or stakeholder safety.
- Review and update occupational health and safety procedures, policies, and protocols to support compliance with regulatory requirements.
- Develop a Health and Safety Manual for the organization.
- Inspect workplaces to ensure that a safe and healthy work environment is being maintained, and work procedures reflect effective accident/incident prevention practices. Make recommendations for corrective action when required.
- Be involved in reviewing all safety programs such as WHMIS, working alone, etc. and all other relevant safety programs and policies.
- Be involved in all applicable investigations involving health and safety issues.
- Advise senior management on the effective collection of safety incident data; analyze safety data to identify trends, recommend corrective actions, and generate reports as necessary.
- Monitor experience rates and work with WorkSafeBC to keep rates in line with the sector.
- Attend all safety, incident, and accident meetings held within the organization.
- Manage, order, and ensure that personal protective and first aid supplies are maintained at all worksites.
- Maintain the OHS boards to be an employee-centric information hub at all sites. Be in compliance with WorkSafe regulations and ensure that new and accurate safety information and minutes are available.
- Collaborate with the HR Team and management to monitor staff that are on leave to ensure early intervention programs and facilitate timely and successful returns to work.
- Liaise with WorkSafeBC officers, union representatives and employees to ensure successful return-to-work programs.
- Liaise with disability management company.
- Familiarization with Air Quality controls and preventative measures.
- Familiarization with Bio Hazard Cleaning protocols and procedures.

**Qualifications:****Education and Experience:**

- Diploma in Occupational Health and Safety or an equivalent combination of formal OH&S education, ongoing progressional development, and work experience.
- Minimum 2 years experience related to Health & Safety Programming
- Excellent communications skills (both written and oral)
- Must have valid Class 5 Drivers License

- Occupational First Aid Level 1 or higher
- Experience as a lead member of a Joint Health and Safety Committee
- Prior experience of conducting risk assessments and incident investigations an asset
- Prior experience with social services agencies/supportive housing providers or similar considered an asset.
- Experience in the health care or social services industry or supported housing an asset.
- Familiarity with the challenges of air quality and working with the vulnerable population from a Safety and OHS perspective a definite asset.
- Working within a unionized environment a definite asset.

### **Knowledge Skills and Abilities:**

- Knowledge of *Occupational Health and Safety (OHS) Regulation, Workers Compensation Act*, and applicable provincial, and federal regulations.
- Excellent attention to detail and accuracy.
- Highly proficient MS Office Skills (Word, Outlook, Excel and Sharepoint)
- Highly developed organizational skills.
- Ability to apply Health and Safety Management concepts/systems approach.
- Knowledge of conducting incident investigations.
- **Strong ability to influence and drive collaboration with all levels of the organization by building and maintaining good relationships.**
- Knowledge of disability management practices.
- Ability to communicate effectively with all levels of the organization and external agencies.
- Ability to work autonomously.
- Ability to manage site based safety with organizational practicality.
- Ability to follow through and resolve outstanding issues.
- Strong interpersonal skills with an ability to demonstrate a collaborative and encouraging approach.
- Ability to remain objective and calm during stressful situations, and diffuse escalating situations using tact and diplomacy.
- Strong ability with writing skills, especially for reports and developing relevant policies.

### **Working Conditions**

**Shifts:** Full time, 37.5 hours/week, flexible schedule.

**Compensation:** \$78,000 to \$85,000 per year

**Benefits:** Vacation is accrued at a rate of 8% (4 weeks per year). Excellent employer paid benefits, including comprehensive health and dental coverage after successful completion of 3 months of full-time employment. Municipal Pension Plan – transferable or mandatory joining after 3 months.

**This position is union-exempt.**



Hope and Belonging

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Monday, August 24, 2026, to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #26.68 – OHS Manager” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.