#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Environmental, Health & Safety

**Job Number:** X-375 | VIP: 1581

**Band:** EXEMPT-8

**Department:** Human Resources

**Supervisor Title:** Vice-President, Human Resources

**Last Reviewed:**  November 24, 2023

#### **Job Purpose:**

Reporting to the Vice-President, Human Resources, the Manager, Environmental, Health & Safety oversees all aspects of the Trent University Environmental, Health and Safety program. The primary function is to provide strategic and operational leadership in developing, implementing, and evaluating University Health and Safety policies, programs, systems, and practices.

As an expert advisor to Senior Management, the Manager, Environmental, Health & Safety provides leadership with respect to emerging trends, challenges, and solutions in the areas of environmental and health & safety management and regulatory compliance. The Manager promotes a safety culture on campus, parties and maintains strong relationships with internal and external parties, and implements novel approaches to ensure an environmentally compliant and safe and productive work environment for all staff, faculty, students, contractors, and visitors on campus.

#### Key Activities:

##### Policy & Program Development

* Accountable for ensuring that the University meets its responsibilities under Occupational Health and Safety legislation that governs the relationship between the University and its employees. These include the Occupational Health and Safety Act, the Workplace Safety and Insurance Act, the Accessibility for Ontarians with Disabilities Act, the Fire Protection and Prevention Act, and the Employment Standards Act, as well as multiple regulations made under these acts and local by-laws.
* Researches, consults, develops, and implements University-wide and departmental-level safety programs targeted at legislative compliance, stakeholder needs, best practices and measurable outcomes.
* Establishes annual health and safety goals and targets with the objective of reducing workplace incidents, addressing employee and student safety, and continual improvement.
* Delivers results of annual Environmental, Health and Safety programs to the Audit and Investment Committee and the Board of Governors and responds to inquiries as needed.
* Direct supervision and management for the Health & Safety and Training Advisor.
* Oversees the management of strategic communications of university H&S policy updates, programs, targets, and initiatives with all employees and stakeholders.
* Responsible for managing the annual H&S budget of approximately $55,000, dedicated for training, equipment, licenses, hazardous waste management, and safety supplies.
* Responsible for the development, implementation and maintenance of a comprehensive Health, Safety and Environmental Program which contains the following core areas:
	+ Occupational Health and Safety Management
	+ Environment Management
	+ Safety in Science, Research and Teaching
	+ Workplace Safety Insurance
	+ Injury Prevention and Reporting
	+ First Aid
	+ Ergonomics
	+ Return to Work
	+ Fire Safety Program
	+ Emergency Response
	+ Hazardous Waste Management
	+ Hazardous Materials Management
	+ Grounds, Facilities and Public Safety
	+ Workplace Violence and Harassment
* Works directly with the Sciences Facilities Manager and the Science Safety Advisory Committee to assist in implementing and maintaining the Science Safety Program, including the development of new programs and policies related to Science and Research Safety for both employees and students.
* Primary contact and administrator (with Science Facilities) for electronic hazardous materials information system (HECHMET), a cooperative tool used by Ontario post-secondary institutions for inventory and tracking of hazardous materials in all laboratory and research settings.

##### Compliance

* Directs activities related to completion of audits performed and partners with line management and academic leadership to ensure standards are met, taking corrective action as required to close any gaps.
* Provides the University community with expert advice and guidance in the interpretation, application and administration of the Ontario Occupational Health, Safety and Environment legislation standards, and University directives and policies related to workplace safety.
* Undertakes a leadership role with Public Health and the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD) matters in all jurisdictions that Trent operates, , including pandemic and emergency preparedness and response plans, environmental health, and workplace incident management.
* Manages occupational injury, WSIB return to work, ergonomic assessments and associated investigations, including Return to Work and Accommodation meetings for WSIB illnesses and injuries to support safe and healthy reintegration for employees back into the workplace.
* Manages the submission of student placement incident reports and related insurance claims.
* Regularly reviews applicable federal and provincial laws and regulations, and translates those laws and regulations into health, safety and environmental standards and procedures to maintain continual compliance.
* Advises researchers on appropriate safety protocols and requirements.

##### Operational Expertise

* Provides expert advice for the University’s Multi-workplace Joint Health and Safety Committee including acting as an advisor to the Co-Chairs and the committee, providing training and orientation of the committee, and high-level reporting, including MLITSD inspection reports, occupational testing, and monthly H&S advisory reports.
* Conducts investigations into all accidents or incidents, analyzing causes, identifies trends, implements corrective actions, and follows up to ensure compliance and reduce risks.
* Performs analysis and research, and compiles data, statistics, and other information to produce reports and make recommendations to senior management and the Board of Governors.
* Certified training provider for all employees on Red Cross First Aid and Ergonomics
* Oversees management of University Automated External Defibrillator (AED) program, including the installation of multiple new AED units and compliance with the Defibrillator Registration and Public Access Act. Acts as an expert contact with external regulatory agencies and represents the University at regulatory updates and sector meetings/conferences, including acting as an Executive Member representing small universities on the Council of Environmental, Health and Safety Officers as governed under COU.

#### Education Required:

* Master’s degree in Chemistry, Biology, Physics, or related Science discipline with knowledge in Radiation and Biosafety.

#### Experience/Qualifications Required:

* Six (6) to eight (8) years’ previous experience in managing various aspects of health, safety, and environment and/or laboratories with research or related fields.
* Professional Designation in Health and Safety including Canadian Registered Safety Professional (CRSP) an asset.
* Practical knowledge of safety management system principles and their application within a unionized environment.
* Experience in the implementation and sustainability of safety programs in an educational setting.
* Experience leading teams to solve problems, develop organizational strategies and carry out transformations.
* Experience preparing reports, analysis and problem-solving.
* Excellent communication, interpersonal and customer service skills.
* Knowledge of computer systems and applications such as Windows, word processing software, spreadsheets, databases, presentation software, the internet and email. Ability to manage and recommend improvements to Health, Safety and Environment computer databases an asset.
* Supervisory experience an asset.
* Knowledge of various types of risks; chemical, biological, mechanical and others, and the legislative requirements for each.
* Demonstrated commitment to the principles of equity and diversity and proven ability to deal effectively with a diverse population.
* Demonstrated leadership ability, strategic and tactical thinking, planning and organizational skills.

#### Supervision:

* Provide training, guidance, and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.