

# The District Municipality of Muskoka is currently recruiting for a Manager, Health, Safety & Wellness



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

The Manager, Health, Safety & Wellness provides leadership to the corporate health, safety, and wellness (HSW) programs and subject matter expertise to management, employees and JHSC members in a variety of areas such as policy and legislation interpretation, WSIB claims, early and safe return to work, incident investigations, joint health & safety committees, etc. This position is responsible for the development and delivery of workplace HSW programs and initiatives at the District as well as monitoring corporate compliance with existing legislation, identifying areas of non-compliance, and recommending corrective action.

### What you will do:

- Develop, update, recommend and implement HSW programs, policies, and procedures. Keep abreast of developments and impending changes to legislation and make recommendations to ensure compliance.
- Provide interpretation and advice to managers and staff to ensure compliance with corporate health and safety policies and procedures, Occupational Health & Safety Act and Regulations, Workplace Safety and Insurance Act, and other pertinent codes, standards, and legislation.
- Conduct workplace audits of departmental safety program activities and facilities and make recommendations and support for enhancements.
- Administer and manage WSIB claims including monitoring, assessment for early and safe return to work/ accommodation, and liaison with WSIB and health professionals.

### What you will need:

- Three (3) year post-secondary diploma in Occupational Health and Safety and hold a Canadian Registered Safety Professional designation or equivalent (or to be attained within two years of employment).
- Minimum five (5) years related work experience, including previous progressive supervisory experience.
- Thorough and extensive knowledge of provincial health and safety legislation, best practices, and standards.

**For a full outline of the responsibilities and requirements, please review the next page.**

## What we are offering

This is a **Permanent Full-time** opportunity at the District. The annualized compensation range for this role is **\$99,797 to \$117,498** (2023 rates). The District is also proud to offer the following to our permanent employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the “How to Apply” instructions on our website and then submit your application: [www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday, January 31, 2024 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

**Manager, Health, Safety & Wellness**

<b>Department:</b>	Administration	<b>Reports to:</b>	Director, Human Resources
<b>Effective Date:</b>	April 2024	<b>Supersedes:</b>	NEW
<b>Classification:</b>	Management Class M4	<b>Job Evaluation Date:</b>	June 2023 (Pre-Evaluation)

**POSITION SUMMARY:**

Provides leadership to the corporate health, safety, and wellness (HSW) programs and subject matter expertise to management, employees and JHSC members in a variety of areas such as policy and legislation interpretation, WSIB claims, early and safe return to work, incident investigations, joint health & safety committees, etc. Responsible for the development and delivery of workplace HSW programs and initiatives at the District. Monitors corporate compliance with existing legislation, identifies areas of non-compliance, and recommends corrective action.

**DUTIES & RESPONSIBILITIES (not limited to):**

- Develop, update, recommend and implement HSW programs, policies, and procedures. Keep abreast of developments and impending changes to legislation and make recommendations to ensure compliance.
- Provide interpretation and advice to managers and staff to ensure compliance with corporate health and safety policies and procedures, Occupational Health & Safety Act and Regulations, Workplace Safety and Insurance Act, and other pertinent codes, standards, and legislation.
- Conduct workplace audits of departmental safety program activities and facilities and make recommendations and support for enhancements.
- Administer and manage WSIB claims including monitoring, assessment for early and safe return to work/ accommodation, and liaison with WSIB and health professionals.
- Oversee and review incident investigations and follow up on corrective actions when necessary.
- In conjunction with managers, conduct/ co-ordinate hazard assessments and job demands analysis
- Analyze data and statistical trends emerging from accidents and investigations, identifying systemic issues/ concerns, preparing recommendations to address and remove systemic problems, and working with the departmental managers to address root cause and that identified corrective measures are implemented.
- Provide support to District's joint health & safety committees (JHSC), including chairing, participating, and /or facilitating meetings.
- Develop and maintain the employee health and wellness strategy and make recommendations for corporate wellness activities.
- Manage the Employee Assistance Program, including liaison with provider and communication with employees.
- Liaise with MOL during field visits, issuance of orders, critical injury investigations and follow-up, as required.
- Coordinate the annual health and safety training calendar, identify training needs, develop, and deliver various training programs, act as liaison to external training provider.
- Manage employees in a manner consistent with District values, policies, and procedures, including selection, work scheduling, training, and performance evaluation.
- Accountable for the safety and security of employees and facilities and ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Undertake special projects and perform other related duties as assigned.

**MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Three (3) year post-secondary diploma in Occupational Health and Safety and hold a Canadian Registered Safety Professional designation or equivalent (or to be attained within two years of employment).
- Minimum five (5) years related work experience, including previous progressive supervisory experience.
- Ability to exercise a high level of independence with excellent organizational and time management skills to handle competing priorities
- Thorough and extensive knowledge of provincial health and safety legislation, best practices, and standards
- Outstanding interpersonal skills emphasizing customer service in a team environment.
- Experience with training and adult education.
- Excellent verbal and written skills.
- Well-developed interpersonal and team skills to lead and/or participate on multi-disciplinary teams and cross-functional activities and projects within the District.
- Proficient with computer applications including MS Office (Word, Excel, Outlook, PPT) and SharePoint
- Possess a valid Class G driver's license in good standing

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