

BIGSTONE HEALTH COMMISSION

Employment Opportunity



HEALTH & SAFETY MANAGER

Full Time (Permanent)

Monday to Friday – 7 hrs./day

Wabasca, Alberta

Bigstone Health Commission in Wabasca, Alberta is seeking a full-time permanent Health & Safety Manager to join our talented team. This position requires an experienced individual who can oversee, plan, and organize all of our health and safety needs within the organization. This is a rewarding opportunity if you have an appreciation for Indigenous culture, a desire for continuing professional development and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

DUTIES and RESPONSIBILITIES:

- Oversee day to day operations of the Bigstone Health Commission Health & Safety program and building safety
- Responsible for management of the Maintenance department and covering other departments as requested.
- Develop and execute health and safety plans in the workplace according to legal guidelines.
- Develop plans and implement health and safety programs to reduce and or eliminate occupation injuries, deaths and financial losses.
- Develop reports outlining the safety actions, initiatives and incidents
- Preparing and enforcing policies to establish a culture of health and safety
- Assist and coordinate the emergency response plan on behalf of Bigstone Health Commission
- Conduct hazard risk assessments and evaluate loss producing potential of given system, operation or process
- Coordinate safety activities with management and supervisors and/or staff to ensure implementation of safety activities throughout organization
- Organize and maintain employee safety training in accordance with Bigstone Health Commission and Accreditation Canada requirements.
- Enforce and update the health and safety program policy and procedures
- Schedule and conduct health and safety orientation for all new hires
- Provide yearly work plans and reports as requested.
- Must be willing to travel
- Other duties as required

Knowledge, Skills and Abilities:

- Knowledge of Alberta and Federal Health and Safety regulations is an asset
- Knowledge of Occupational Health and Safety Act, regulation, and code
- Knowledge of the Workers Compensation Board
- Provincial and Federal Human Rights
- Effective Team building skills
- Analytical and problem solving skills
- Effective verbal, presentation and listening and communications skills
- Effective communication both orally and verbally
- Stress management skills
- Effective interpersonal skills
- Time management skills

Education and Experience:

- Post-secondary education related to environmental health or Occupational Health & Safety is an asset
- 2-5 years' experience in Health & Safety Administration or relevant position
- 2-5 years of Managerial experience is an asset
- Advanced computer skills in Microsoft Office, PowerPoint etc.
- Must have a valid driver's license, class 5 minimum non-GDL
- First Aid/ CPR certification (*Must obtain within six (6) months of hire*)

Benefits:

- ✓ Competitive Salary
- ✓ Paid Annual Vacation Leave
- ✓ Paid Health & Wellness Leave
- ✓ Employer Matching Pension Plan
- ✓ Extended Health, Dental & Vision Plan

Salary is dependent on qualifications.

Please forward your Cover Letter, Resume (including 3 work related references), & Criminal Record Check to our:

Human Resources Department

PO Box 1020 Wabasca, Alberta T0G 2K0

Fax: 780-891-2623 | Email: bhcresumes@bigstonehealth.ca

CLOSING DATE: Until a Suitable Candidate is found.

*Applicants are thanked in advance for their interest in our organization, however only those selected for an interview will be contacted.

POSTED: April 4, 2024