

Date completed/ revised: DD/MM/YYYY

## Position Details

<b>Title</b>	Health & Safety Manager
<b>Reports To</b>	Insert title, not individual's name
<b>Department</b>	Operations
<b>Position Status</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term                      Term End Date (if applicable): DD/MM/YYYY
<b>Eligible for Benefits</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      Comments if applicable
<b>Overtime Exemption Status</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Variable Compensation</b>	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
<b>Hours per Week</b>	Insert actual expected hours of work per week, excluding breaks or lunch/week
<b>Location</b>	
<b>Job Classification</b>	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
<b>Salary Range</b>	Insert salary range, or insert: "As per Job Classification"
<b>Direct Reports</b>	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

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### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!

### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

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- b. Ensures that the company is prepared for safety throughout the business by creating a comprehensive plan to safeguard the safety of all staff.
- c. Actively promotes a health and safety mind-set through continuous communications, relationship building and leadership across all areas and levels of the company.
- d. Reports on health & safety indicators, determining and adopting appropriate and proven standards for data collection and metrics at all project and operation sites and reporting through management to drive the right behaviours.
- e. Ensures incident response plans are in place, all reporting requirements are met and develops a process for capturing key learnings from significant incidents.
- f. Builds strategic relationships with project and operational leaders to ensure that appropriate processes are in place to manage known health and safety risks, identify emerging risks and evaluate risks related to strategic initiatives, including mergers and acquisitions.
- g. Presents regularly at management meetings and acts as score keeper and analyst of the status of operations/projects and statistics relating to health and safety.
- h. Develops and manages health and safety budget.

**2. Tactical Example 60%**

- a. Ensures a progressive system of checks and balances is in place for projects and operations, including on-site visits, inspections, training, management reviews, and ongoing communication.
- b. Provides expertise and advisory services and counsel to diverse internal stakeholders.
- c. Employs/delegates appropriate resources to ensure effective individual case/claims management process, including HR, Payroll, insurance carriers, and external service providers.
- d. Prevents and reduces the occurrence of workplace injuries by supporting effective investigation of accidents/injuries, providing analysis and interpretation of unusual conditions/safety concerns and providing recommendations to prevent future occurrences.
- e. Actively manages worker's compensation claims with location staff from time of injury to claim closure, or manages claims directly where no location staff are in place.
- f. Prepares and submits professional objections for questionable claims.
- g. Facilitates representation at appeals and hearings.
- h. Liaises with all governmental and regulatory bodies regarding remittances and reporting.
- i. Develops and implements health & safety standards, policies and guidelines that comply with applicable legislation.
- j. Manages all aspects of STD/LTD claims, including adjudication and case management and evaluate and develop current return-to-work programs/practices and claims management.

**3. Insert high-level responsibility Example 10%**

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Experience/Education/Training	Required	Preferred
Previous experience in the <b>Insert sector</b> sector		x
OHS designation	x	
A post secondary degree in Occupational Health and Safety, or related technical field program		x
<b>Insert experience, diploma, certification, training, or designation</b>		

## Position Success Traits

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### COMMUNICATION

- ◆ Communicates in a clear, concise, and timely manner.
- ◆ Uses effective tools and techniques to communicate information internally and externally.
- ◆ Is sensitive to the communication levels required by varied audiences, and is able to adapt accordingly.
- ◆ Listens actively.

### CRITICAL THINKING

- ◆ Uses methods of logical inquiry and reasoning.
- ◆ Recognizes the existence (or non-existence) of logical relationships in work.
- ◆ Tests conclusions and generalizations.
- ◆ Applies logical reasoning and considers why status quo or suggested solution won't work.
- ◆ Looks forward to understand the consequences of a situation.
- ◆ Makes connections between information and arguments.
- ◆ Analyzes how parts of a whole interact to produce outcomes in complex systems.

### PROBLEM SOLVING

- ◆ Assesses challenges to identify causes.
- ◆ Gathers and processes relevant information.
- ◆ Generates creative solutions and finds a way to make it work.
- ◆ Makes recommendations and/or resolves the situation.
- ◆ Acknowledges when one doesn't know something and takes steps to find the answer.

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- ◆ Sets high performance standards for self and others.
- ◆ Is tenacious, persistent, and resourceful.
- ◆ Translates ideas into action and execution.
- ◆ Understands how to get work done through others.
- ◆ Demonstrates discipline when exposed to distractions.

### **Other/Comments**

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*Insert any additional information here, if required. Delete this section if not needed.*

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