Manager, Occupational Hygiene and Safety

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Professional and Managerial Group

Manager, Occupational Hygiene and Safety

Environmental Health and Safety, Human Resources

Hiring #: 2019-0436

Please read the Application Instructions [1] before applying

Reporting to the Director Human Resources (Health, Safety & Wellness) the incumbent will be responsible for promoting occupational health and safety through the development and management of policies and programs, consultations, training, and regulatory compliance in the specialized areas of Safety primarily related to the construction, contracting and industrial areas of the University operations and Occupational Hygiene.

The Manager, Occupational Hygiene and Safety (MOHS) researches, develops, communicates and works with stakeholders to implement University policies and administrative programs for risk controls at the University, with a primary focus on environmental health and safety. The MOHS devises and directs strategies and initiatives that mitigate the institution’s legal and financial liabilities arising from the conduct of its diverse operational activities.

The incumbent advises the University community (faculty, staff, students, etc.) about environmental health and safety and occupational hygiene protocols and due diligence and provides technical guidance to consultants and contractors on occupational health and safety matters, implements hazard control measures and codes of practice for safe working, prepares reports and recommendations using professional judgment, audits, and investigates workplace incidents. On environmental, health and safety issues the incumbent may act as a University liaison to various government agencies including the Ministry of Labour (MOL).

The MOHS oversees a comprehensive occupational health and safety program, leads and supervises a team of professionals in the areas of Occupational Hygiene and Safety and contributes to the overall direction and priorities of the Environment Health and Safety unit.

Duties include but are not limited to:

- Participate in the overall strategic planning of EHS and contribute to the development and collection of metrics for the Occupational Hygiene and Safety portfolio.
- Direct University initiatives that support safe operations primarily in the construction/contracting and industrial areas of the University operations, and Occupational Hygiene and minimize liability.
- Oversee and/or develop occupational health and safety programs including training requirements in support of the University community and deliver training.
- Take appropriate actions to investigate and address identified occupational health, safety and environmental risks.
- Plan, coordinate and execute audits/inspections of occupational health and safety programs as per legislative or University requirements and follow up with the audits and assessments with corrective action plans.
- Act as the subject matter expert in relation to occupational hygiene and safety issues including risk assessments.
- Advise the University community regarding issues related to occupational hygiene and safety.
- Manage consultants/contractors engaged by EHS in the areas of Occupational Hygiene and Safety and as required act as a subject matter expert for the University in the review of environmental, health and safety sampling protocols and reports by third party consultants/contractors.
• Monitor and advise on proposed legislative requirements and measures to meet compliance.
• Investigate workplace incidents
• Act as an EHS liaison and advises various University Joint Health and Safety committees on health, safety and risk mitigation

Requirements of this position include: University Master’s degree or higher in Occupational Health, Physical Sciences, Engineering or related field and minimum of 5+ years of relevant experience. Mandatory professional designation in Occupational Hygiene or Safety (ROH, CIH, CRSP). Preferred professional designation in engineering (P.Eng).

Additional requirements include: demonstrated working knowledge of the Occupational Health and Safety Act (OHSA) and all related legislations; excellent verbal, written and interpersonal skills and the proven ability to interact effectively with internal stakeholders in a diverse population at all levels as well as with external stakeholders with various regulatory agencies and other institutions. Demonstrated excellent communication and organizational skills with the ability to manage time effectively, set priorities, ability to manage a high volume of work with competing demands, strong judgment, analytical and problem solving skills; solid computer competency including word processing, spreadsheet, database, web applications, social media, internet search engines.

Position Number          851-017
Classification          P08*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 07 24
Closing Date: 2019 08 07

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