



POSITION DESCRIPTION

POSITION TITLE: LEAD, OCCUPATIONAL SAFETY & HEALTH AND DISABILITY MANAGEMENT

DEPARTMENT: HUMAN RESOURCES

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: VICE PRESIDENT, HUMAN RESOURCES

POSITIONS SUPERVISED: VARIOUS HUMAN RESOURCES DEPARTMENT STAFF

POSITION SUMMARY

Reporting to the Vice President, Human Resources, the Lead, Occupational Safety & Health and Disability Management (the “Lead”) focuses primarily on the coordination of an effective Occupational Health Program for staff, students, and volunteers of the Interlake-Eastern Regional Health Authority (“Interlake-Eastern RHA”). This includes the integration of occupational health and safety programs, staff health, employee assistance programs, early intervention programs, return to work programs, claims management, accommodation policies and procedures as well as the development of a database to analyze issues and trends relative to the reduction of illness and injury. This position involves working with Human Resources, management, unions, health care providers, the Department of Labour & Immigration, Workplace Safety Division (“Provincial WS&H”), Workplace Safety and Health Committees, the Workers Compensation Board, Manitoba Public Insurance and other third party administrators. The Lead functions in accordance with the Interlake-Eastern RHA’s mission, goals, objectives, policies and procedures and any applicable legislation.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

The Lead is responsible for all components of the regional health and safety program which includes, but is not limited to the following:

- Develops and coordinates a regional Workplace Safety and Health program.
- Develops occupational health policies and procedures.
- Identifies and develops guidelines for compliance with workplace safety and health regulations.
- Conducts regular operational reviews and safety inspections and ensures appropriate measures are taken.
- Contributes to a safe environment by adhering to WHMIS Guidelines.
- Assists in the development of facility fire plans and participates in drills as appropriate.
- Provides technical advice and guidance to management on workplace safety and health issues.
- Identifies, prioritizes, and develops a plan to address major safety concerns throughout the region with input from management and affected staff.
- Participates in Workplace Safety & Health Committees.
- Coordinates safety educational training in any and all matters relating to occupational health including the safe use of equipment and supplies.
- Liaises with Provincial WS&H and any other agency related to safety and health.
- Ensures organizational compliance with relevant legislation including The Workplace Safety and Health Act, The Workers Compensation Act, and The Human Rights Code applicable to workplace safety and health and disability management.
- Establishes a disability management program.
- Facilitates and coordinates return to work programs/accommodations.
- Provides consultation, education, and assistance to management, employees, and union representatives regarding disability management issues.
- Develops and maintains disability management information database, develops quantitative and qualitative indicators as benchmarks, and monitors the effectiveness of the disability management program in meetings its goals.
- Liaises with external agencies such as the Workers Compensation Board, Disability and Rehabilitation, Manitoba Public Insurance and vocational rehabilitation consultants on an on-going basis.
- Evaluates illness/injury statistics and trends and utilizes data to assist in implementing preventative measures to reduce the potential for future employee injury/illness.
- Informs the IERHA on matters pertaining to workplace safety and health and disability management.
- Required to travel and provide services across the region.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services.
- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines.
- Obeys all safety and health rules and follows recommended Safe Work Procedures.
- Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information systems (“WHMIS”) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (“MSDS”).
- Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health programs including the region's Fire, Disaster and Evacuation Plan.
- Performs other related duties as required or assigned.

OTHER

- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

The Lead possess and demonstrates the following LEADS Framework competencies that drive organizational success:

Lead Self:

- *Time Management:* Manager own work activities and delegates tasks to achieve maximum efficiency.
- *Mastery of Change:* Accepting of new initiatives and leads the implementation process amongst team members.

Engage Others:

- *Leadership:* Facilitates, guides and mentors individuals and groups towards a vision, while maintaining group cohesiveness, motivation, commitment and effectiveness.
- *Communications:* Communicates effectively both verbally and in writing such that messages are understood; understands the essence and subtleties of the communication and intended audience.

Achieve Results:

- *Resource Management:* Manages human, capital, financial and information resources so that organizational objectives are achieved.
- *Results Management:* Plans and establishes courses of action for self and others that are results oriented.
- *Quality Improvement:* Continuously identifies and implements improvements in work systems to ensure that the highest possible level of quality service is achieved.

Develop Coalitions:

- *Public/ Community Focus:* Responsive to the needs of health care, public, and community stakeholders and customers. Seeks partnership opportunities and actively promotes positive relations.
- *Team Focus:* Strives to understand perspectives of team members, synthesizes with own opinion, presents convincing point of view, and resolves conflicts.

Systems Transformation:

- *Conceptual Skills:* Identifies and analyzes situations and problems such that viable solutions are found. Approaches tasks and problems such that total systems and strategies are taken into account.

- *Systems Thinking*: Aware of the interdependence of organizational systems and stakeholders and considers the whole in the formulation of solutions.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Degree or diploma in Occupational Health and Safety or equivalent.
- Designation as a Canadian Registered Safety Professional preferred.
- Additional training/certification in case management and disability management.

REQUIRED KNOWLEDGE:

- Strong working knowledge of occupational health and safety issues, Workplace Safety and Health legislation, Workers Compensation legislation, and Human Rights legislation.
- Strong working knowledge of legislation protecting the privacy and confidentiality of medical information.
- Strong working knowledge of practices and procedures related to health and safety management and disability management.

EXPERIENCE REQUIRED:

- Minimum of two (2) years' experience in a health and safety capacity.
- Experience in health care environment preferred.

SKILLS/COMPETENCIES:

- Demonstrated interpersonal, leadership, and analytical skills.
 - Demonstrated verbal and written communication skills.
 - Ability to apply sound principles of administration to all aspects of the position.
 - Knowledge of computer systems and current and related software applications.
 - Physical and mental health to meet the demands of the position.
 - Valid Manitoba driver's license and use of vehicle required.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: January 2021
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no

instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.