

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY POSITION DESCRIPTION

POSITION: CPF Compliance and Safety Manager

DEPARTMENT: Campus Planning and Facilities – Facilities Services

REPORTS TO: Associate Director Facilities Services

DATED: March 2024

POSITION SUMMARY

Manages the compliance and occupational health and safety function of the Campus Planning and Facilities (CPF) department. Develops strategies, plans, and policies in consultation with Associate Director and ensures compliance with international, federal, and provincial regulations related to all areas of accountability for compliance and safety for the department. Directs the necessary planning, due diligence, and quality controls to identify and mitigate health and safety risks to department members and ensures department clients' requirements are met. Ensures all third-party compliance activities are identified, have control mechanisms, accountabilities assigned, and reporting is available for audit purposes.

KEY ACCOUNTABILITIES

Participates as a member of the Director Facilities Services management team, providing input to the development of all CPF compliance and safety programs and services.

Develops health and safety strategies, plans, and policies in consultation with Associate Director. Establishes health and safety practices, standards, and processes consistent with broader Institute framework. Drives strategic health and safety initiatives that align and support CPF and Institute goals and objectives.

Works collaboratively with the Associate Director, other CPF leaders, and BCIT Safety Security and Emergency Management (SSEM) to support a strategic, integrated approach to all program planning, development, and delivery.

Provides strategic advice to the Associate Director, other CPF leaders and SSEM on critical health, safety, and compliance matters related to CPF areas of delivery. Delivers reports and presentations on health and safety program issues, achievements, and status of key initiatives. Acts as a strategic advisor and chair on multiple committees and teams.

Monitors health and safety program practices to ensure compliance with federal and provincial regulations, as well as the Institute's health and safety policies. Implements the necessary planning, due diligence, and quality controls to identify and mitigate health and safety risks to department members and ensures department clients' requirements are met.

Provides strategic direction, and ensures Institute alignment, of department occupational health and safety programs, including elements related to occupational first aid, audio-metric testing, hygiene, safe working conditions, environmental protection (including hazardous waste and asbestos

management), fire management, and other related aspects. Oversees inspections, audits, and assessments to ensure program optimization.

Oversees investigation and / or assessment of serious incidents and all reported accidents. Recommends actions / decisions to prevent reoccurrences. Manages timely completion and submission of all related documentation and reporting. Represents FCD in support of SSEM in the delivery of evidence during WorkSafeBC appeals or to support the defence of health and safety related issues.

Collaborates with CPF communication team to develop and disseminate department health and safety communication plan, including sharing of essential information and ongoing interactions within the Institute community.

Acts as an advocate for health and safety best practices within CPF and the Institute community. Promotes awareness through education; plans and oversees the delivery of training programs.

Prioritizes, directs, and supervises response to emergencies where the health and safety of the department is at risk. Implements required actions, including the immediate cessation of any activity where the department is exposed to immediate danger.

Develops and builds relationships with external agencies. Ensures all third-party compliance activities are identified, have control mechanisms and accountabilities assigned. Builds reports to protect the Institute from infractions and penalties and achieve the overall safety objectives of the department.

Manages the research of best practices, trends, and methods, and determines the appropriate application to health and safety programs, services, and initiatives to align with COR (Certificate of Recognition) certified and beyond, such as CSA Z45001:19, Occupational health, and safety management systems and participates in industry organizations.

Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices.

Collaborates and shares on-call responsibilities with other Facilities managers.

QUALIFICATIONS & REQUIREMENTS

- Undergraduate degree in a related discipline (Masters degree preferred).
- Designation - Canadian Registered Safety Professional (CRSP).
- Designation - Registered Occupational Hygienist (ROH).
- Certificate in Risk Management preferred.
- Minimum 6 - 8 years' experience in occupational health and safety management, preferably in construction or technical trades service industry.
- An equivalent combination of education and experience may be considered.
- Strong leadership skills, ability to manage a team and build a strong team-based environment.
- Expert knowledge of the concepts, theories, and practices of occupational health and safety management, with emphasis on occupational first aid, audiometric testing, hygiene, safe working conditions, environmental protection (including hazardous waste and asbestos management), radiation, fire management, and all other related aspects.
- Expert knowledge of the international, federal, and provincial regulations related to occupational health and safety.

- Expert communication and interpersonal skills, including ability to interact with internal and external stakeholders and authorities in the context of a critical incident or traumatic event, as well as investigations.
- Excellent analytical skills and ability to apply sound judgment in problem solving, evaluating courses of action, and making decisions on complex health and safety matters.