



Job Summary

The Health and Safety Manager, reporting to the General Manager, provides leadership, strategic direction, and operational support for the Health and Safety Management System (HSMS). The role is responsible for developing, implementing, and continuously improving workplace health and safety programs, ensuring regulatory compliance, mitigating risk, and fostering a positive safety culture across the organization.

The Health and Safety Manager acts as a trusted advisor to leadership, managers, supervisors, employees, and the Health and Safety Committee by providing practical, field-focused solutions that balance operational realities with legislative requirements.

Reporting to the Safety Manager is the following: Health and Safety Coordinator.

Key Responsibilities

Safety Leadership and Culture

- Lead the development, implementation, and continuous improvement of the Health and Safety Management System.
- Champion a proactive, positive, and accountable safety culture across all departments.
- Partner with operational leaders to integrate safety into daily operations and decision making.
- Promote employee engagement, hazard awareness, and continuous improvement initiatives.

Compliance and Risk Management

- Ensure compliance with applicable Alberta occupational health and safety legislation and standards.
- Monitor legislative changes and provide guidance to leadership.
- Conduct or oversee audits, inspections, hazard assessments, and risk mitigation activities.
- Lead incident investigations and implement corrective and preventive actions.

Programs, Systems and Training

- Develop, maintain, and evaluate health and safety policies, procedures, and training programs.
- Maintain accurate records, metrics, and reporting systems.
- Monitor and maintain governance of contractor management programs
- Prepare reports and recommendations for senior leadership.
- Leverage technology to improve program effectiveness and compliance management.

Advisory and Stakeholder Relations

- Serve as the organization's primary health and safety subject matter expert.
- Build productive relationships with regulators, contractors, and industry partners.
- Represent the organization during inspections and compliance matters.



Leadership and Department Management

- Provide leadership, coaching, and development for Health and Safety staff.
- Manage departmental budgets, priorities, and resources.
- Relate to, and communicate with co-workers, supervisors, management, customers and the general public, in professional and respectful manner.
- Perform additional tasks, consistent with the position, as may be required from time to time.

Job Qualifications

Ideal Candidate Demonstrates

- Delivery of practical, field-based experience with the ability to translate legislative and regulatory requirements into workable solutions.
- Regulatory-competencies and compliance
- Documentation-disciplined
- Relationship-focused
- Operationally aware
- Works well under pressure
- Digitally capable
- Able to support the modernization of our safety culture
- Independent and trustworthy
- A business partner

Required Experience

- Post-secondary education in Occupational Health & Safety or related discipline.
 - CRSP, CRST, NSO/NSCO, or equivalent designation preferred.
- Minimum five years' progressive health and safety experience, including leadership responsibilities.
- Experience with safety management systems, investigations, regulatory compliance, and training-competency delivery.
- Experience in operational, industrial, utility, agricultural, municipal, or construction environments is an asset.

Required Skills

- Leadership and influence
- Strategic thinking and planning
- Risk assessment and problem solving
- Judgement and decision making
- Project and change management
- Microsoft 365 and safety management software proficiency
- Valid Alberta Class 5 driver's license required.



- The following certifications are considered assets: WHMIS (Workplace Hazardous Materials Information System), First Aid, Ground Disturbance, Fall Protection, Confined Space Entry, Fire Extinguisher Training, Load Securement, Overhead Lifting and Rigging, and Equipment Operation (applicable to assigned equipment). Training may be provided by the Eastern Irrigation District to obtain or maintain certifications required for the position.

Pre-Employment Requirements

- Selected candidates will be required to undergo pre-employment background checks, including a Criminal Record Check.
- Selected candidates will be required to provide a Driver's Abstract.
- Successful applications must provide proof of qualifications.

Pre-Employment Alcohol and Drug Test

The District recognizes that the use of alcohol and drugs can adversely impact a safe work environment and the well-being of others, as well as place the District's operations at risk. This position is a safety sensitive position and, as such, any person, including any current employee, who has applied for a safety sensitive position will be required to pass a Drug and Alcohol Test as a pre-condition to employment, being transferred or being temporarily assigned into a safety sensitive position as per the District's Drug and Alcohol Policy.