

## JOB DESCRIPTION

<b>JOB TITLE</b>	Manager Health, Safety, Security and Environment (HSSE)
<b>DEPARTMENT</b>	Health, Safety, Security and Environment
<b>REPORTING TO:</b>	Divisional Manager, Corporate Support

### Summary

The Manager Health, Safety, Security and Environment (HSSE) is responsible for the overall management of the HSSE Department while ensuring that all legislative requirements are adhered to within the Corporation.

In so doing the incumbent will be responsible for the development and implementation of HSSE Policies and Procedures and any other documentation as well as for the inspection and evaluation of project sites and work facilities to ensure full compliance with health and safety laws and regulations, as well as the Corporation's policies and procedures.

In addition, the incumbent will facilitate HSSE training for employees and contractors as required.

### Education, Knowledge and Experience

- Bachelors' Degree in Occupational Safety and Health (OSH) and/or Security or any other related discipline
- Additional Certification in the sphere of HSSE or related areas, including Behavioral Safety Management will be an asset
- In-depth knowledge of relevant laws and regulations governing HSSE practices on large construction projects – regionally and locally
- In-depth knowledge of the OSH Act
- In-depth knowledge of applicable Building Codes
- Working knowledge of the State's Financial and Procurement Regulations
- In-depth understanding of relevant ISO standards and reporting techniques
- In-depth knowledge of the National Security Architecture
- In-depth knowledge of HSSE and related ICT Technologies e.g. Scanners, CCTV Systems, Drones, etc.
- In-depth knowledge of HSSE data analysis
- Excellent communication skills both oral and written
- Proficiency in Microsoft Office Tools and any other software relevant to job functions
- Experience in managing security personnel as well as security service providers
- Experience in the management of HSE personnel as well as the HSE aspect of construction and maintenance contractors
- Minimum of ten (10) years' experience in a similar managerial position

### OR

- Equivalent combination of Qualification and Training and Experience

## **Key Duties & Responsibilities**

### **Development of Human Capital**

- Assists with ensuring that all HR policies and procedures are implemented throughout the department.
- Undertakes the on-going evaluation of employees and implements the appropriate training and development plans as necessary.
- Assists in coordinating activities within the department that would encourage employees to develop a passion and strong drive for individual and departmental success.

### **Management of Department**

- Responsible for the overall management of the HSSE Department to ensure that the Corporation adheres to all relevant legislative, regulatory and operational requirements as it conducts its business.
- Responsible for the design, development, documentation and implementation of all HSSE policies, procedures and related forms, including emergency evacuation procedures, fire drill procedures, etc. at all of the Corporation's projects, facilities and administrative offices
- Develops guidelines for use of PPE by employees with recommended penalties for non-compliance
- Coordinates dissemination of HSSE policies and procedures to all employees, contractors and vendors
- Facilitates HSSE awareness and training to all employees of the Corporation as required
- Develops the Employee Safety Handbook
- Ensures that HSSE Risk Assessments are conducted throughout the Corporation based on respective departmental, facility or project objectives
- Develops a HSSE Audit Plan in accordance with the OSH Act and Regulations
- Develops annual and quarterly HSSE Work Plans
- Ensures that proper signage is installed on all project sites, facilities and administrative offices under the purview of the Corporation
- Develops and manages the approved HSSE departmental budget
- Prepares and submits reports, presentations and/or Board Notes as required

### **Construction Projects/Corporation Managed Facilities**

- Undertakes safety inspections, audits and walkthroughs and makes recommendations to improve safety where applicable
- Liaises with Project Managers and Facility Managers to ensure that HSSE equipment and PPE are available and are adequately used on all sites by employees and visitors.
- Liaises with Project Managers and Facility Managers to ensure that HSSE equipment and PPE are provided by contractors and vendors and are adequately used on all workers on relevant sites.
- Monitors site activities to ensure compliance by Contractors and Vendors with OSHA guidelines and contractual obligations in terms of HSSE requirements
- Communicates results of Assessments to responsible Managers, Contractors and Vendors as required
- Issues non-compliance reports and takes any other action necessary to improve safety and security.
- Liaises with Project Managers and Facility Managers to ensure counseling of contractors or vendors on 'site safety and security' issues
- Conducts HSSE training as required
- Conduct follow-up on recommended remedial HSSE action(s) on project and facility sites to ensure compliance and mitigate risk to the Corporation

### Administrative Offices

- Organizes and manages HSSE inspections and walkthroughs; addresses non-compliance issues with appropriate Manager and makes recommendations to improve accordingly.
- Monitors to ensure fire and emergency drills are known and practiced throughout the offices and managed Facilities
- Conduct follow-up on recommended remedial HSSE action(s) at all locations to ensure compliance and mitigate risk to the Corporation

### Records

- Ensures all findings are recorded in accordance with requirements and timeframes as stated in relevant legislation
- Retains copies of correspondence and documentation as required under OSH Act and Regulations
- Ensures that departmental records are maintained in accordance with established guidelines issued by the Records Department and/or approved by the Corporation

### Administrative

- Takes action to ensure the Health and Safety Committee is operational and effective as per the requirement of the OSH Act.
- Provides HSSE related advice/guidance to managers/staff as necessary
- Conducts accident and incident investigations and provides recommendations and reports as outlines in the relevant policies and procedures.
- Liaises with Human Resources and Corporate Communications in documenting and communicating HSSE related issues to staff
  
- Performs any other related duties as may be assigned

#### Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations
- Responsible for ensuring and reporting on UDeCOTT's performance relative to Health, Safety, Security and the Environment

### Key Behavioral Competencies

**People Development:** Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals.

**Strategic Perspective:** Has an understanding of issues, competitive markets and challenges in the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

**Workload Management:** Ability to contribute to determining measurable goals and objectives; Maintains focus on attaining high levels of performance and achieving results. Plans, prioritizes and organizes time and tasks to meet deadlines. Achieve objectives in an efficient and cost-efficient manner.

**Integrity:** Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. sets good example, ethical conduct

**Governance/Compliance:** Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

**Communication:** Has the ability to communicate in a logical and organized manner at all levels in the organization. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

**Supervisory Skills:** Create an environment that motivates employees towards organizational and individual goals. Ability to engage, convince and inspire others. Willingness to enable, authorize or legitimize action of subordinates. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

**Problem Solving:** Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

**Personal Attributes:** Uses initiative; has the ability to act with minimum supervision; Demonstrates a high level of confidentiality; Has a consistent pattern of satisfactory attendance with strong work ethics.

**Customer Focus:** Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Willingness to respond promptly to internal and external needs.

### **Key Performance Indicators**

- O' work related accidents on construction sites
- Documented and implemented HSE Policies and Procedures, including green environment
- HSE training completed for managers, staff and contractors