



Modern Thinking. Timeless Values.™

## MANAGER OF HEALTH AND SAFETY

### Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2019**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

Are you a best practices champion in Occupational Health and Safety? Have you earned a reputation as a team player with a commitment to continuous improvement in this critical field? If so, you will want to consider joining our team as **Manager of Health and Safety**. Based out of our head office in **Cambridge, ON**, you will assume full responsibility for the health and safety of all workers and sites under your management, so as to ensure that all team members go home every night, safe and healthy.

More specifically, as Manager of Health and Safety for Low/Mid Rise Construction, you will provide leadership and guidance to Senior Management and oversee the day-to-day activities and enforcement of the Health and Safety Program. We will count on you to develop policies and procedures, conduct inspections and audits, and advise business unit Managers and Executives on issues of compliance, training and risk. You will be the go-to person in Health and Safety for the Reid's Heritage Homes (RHH) division, working closely with Construction Managers and Site Supervisors to ensure site safety is maintained at all times.

As the **Manager of Health and Safety**, you will be expected to:

- Follow and consistently demonstrate the Reid's Heritage Group of Companies Core Values and Leadership Drivers
- Communicate regularly with the RHH Construction Management team to ensure consistent and compliant health and safety processes are being followed
- Act as the main Health and Safety resource person for RHH construction sites
- Establish and maintain good working relationship with Ministry of Labour and the Ontario College of Trades
- Oversee and manage RHH Construction Health and Safety Program, both internally and externally
- Conduct monthly on-site safety audits and issue written reports within 24 hours of inspection
- Conduct Health and Safety meetings, and provide training to team members
- Participate in Joint Health and Safety Committee meetings, keep accurate record of minutes and send to appropriate designates
- Assist with the Emergency Response System for all RHH construction sites
- Implement Health and Safety orientation training and development for new site team members

- Monitor workplaces and report and/or provide recommendations with regards to issues of non-compliance and potential risk to RHH
- Implement the required education and training initiatives
- Investigate incidents and accidents, providing necessary documentation and corrective actions, including training
- Manage safety providers, trainers and suppliers, as required
- Coordinate with Hy-Mark and RHC Managers of Health and Safety to ensure consistent application of standards across business units
- Conduct quarterly review of Health and Safety Manual. Update and enhance manual so it is current and relevant to the business units.
- Stay current on standards and legislations; communicate pending changes and provide implementation plans
- Act as the business unit's point of contact during incidents, and provide incident management plan for incidents
- Participate in Lesson Learned meetings to advance team members' knowledge of Health and Safety best practices, and ensure Lesson Learned information is distributed to all team members
- Conduct orientation training seminars for new trade and supplier partners
- Manage follow-up on Health and Safety deficiencies or performance issues through to final resolution
- Provide effective Health and Safety risk management strategies
- Track and keep current matrix of team members' trade licensing, safety training, and ratios for quick review and reference, and guide team members on how to communicate with inspectors
- Truck and construction equipment inspections done monthly and logged. Review site equipment service logs monthly
- Other tasks as assigned

The **Manager of Health and Safety** we seek will demonstrate the following qualifications:

- Commitment to our organization's progressive culture, including our company Core Values and Leadership Drivers
- University Degree or Diploma in Health and Safety or related discipline
- 8 to 10 years of managerial experience
- 8 to 10 years of experience in the administration of Occupational Health and Safety policies and legislative compliance
- Completion of an accredited Occupational Health and Safety certification program
- Willingness to travel to various construction projects or workplaces in the province, including frequent travel to northern communities (Collingwood, Thornbury, Owen Sound and area)
- Team player with a commitment to continuous improvement in health and safety
- Ability to schedule work, communicate findings and enforce health and safety requirements
- Excellent written and verbal communication skills
- Ability to motivate team members, contractors and trades
- Proficient in Microsoft Office Suite Programs
- Construction Safety Officer Certification or Certified Registered Safety Professional status would be an asset
- A valid class G driver's license and clean driver's abstract

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to [hrinfo@heritagehomes.com](mailto:hrinfo@heritagehomes.com), specifying the title of the position. For more information, visit [www.reidsheritagehomes.com](http://www.reidsheritagehomes.com).

*We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.*

