

**JOB TITLE:** **Manager, Workplace Health and Safety**  
**Human Resources Division**

**JOB NUMBER:** J0225-0067

**POSTING CLOSING DATE:** February 24<sup>th</sup>, 2025

**LOCATION:** Human Resources – Toronto Reference Library

**STATUS:** Permanent Full-Time (Hybrid)

## **JOB SUMMARY**

We are seeking a dynamic and experienced health and safety leader to join our team. This role is responsible for overall leadership of Toronto Public Library's workplace health and safety programs and initiatives. The role is responsible for developing, implementing and overseeing areas such as workplace safety, workers' compensation, disability management, workplace violence prevention and response, joint health and safety committees, and related areas. TPL has 2,500 staff located in 102 locations across Toronto.

## **DUTIES**

The Manager, Workplace Health and Safety is responsible for the following:

- Providing leadership in the planning, implementation and monitoring of TPL's health and safety programs
- In partnership with TPL senior leaders and the HR Leadership team, championing a culture of health, safety and wellness
- Monitoring and ensuring organizational compliance with health and safety policies and legislative requirements
- Providing information and guidance to management and staff on health and safety matters, including related legislation and best practices
- Designing, implementing, delivering and evaluating health and safety programs and new initiatives
- Serving as a health and safety Subject Matter Expert for managers, staff, and Joint Health and Safety Committees.
- Working collaboratively with relevant stakeholders in the development and implementation of proactive strategies and responses related to violence or disruption in the workplace.
- Coordinating, developing, delivering and evaluating workplace training related to health and safety.
- Conducting risk assessments and investigations into incidents of workplace violence and developing follow-up responses and actions.
- Providing advice in responding to grievances related to health and safety, including coordinating and/or preparing documentation with respect to grievances; collective bargaining and acting as the Human Resources representative at grievance/arbitration hearings.
- Providing advice and guidance to management in the planning and conducting of staffing, rehabilitation, WSIB, long-term disability and return to work programs. Chairs the Joint Modified Work Committee.
- Coordinating the library's ergonomic assessment program; chairs the Joint Ergonomics Team.
- Assisting in the development and implementation of operational systems and procedures ensuring that approved policies are consistently implemented by staff.
- Providing training and technical guidance to Human Resources Consultants and Generalists in all aspects of the human resources functions related to health and safety, modified work, workers' safety and insurance, including advising on application of legislation, collective agreements, policies/procedures, as applicable.
- Participating in other areas of HR functions and programs as required.
- Contributes actively to TPL leadership through membership in the TPL Management Council and the TPL HR Leadership Team.

## QUALIFICATIONS

- Post-secondary degree in a relevant field (e.g. Health and Safety, Human Resources Management (or a combination of equivalent education and experience)
- Minimum of 5 years of progressively responsible experience in leading workplace health and safety programs.
- Preference will be given to candidates with a Canadian Registered Safety Professional (CRSP) or equivalent designation.
- Demonstrated experience working in a unionized environment and contributing to positive and productive labour relations.
- In-depth experience and understanding and ability to interpret relevant legislation (including Occupational Health & Safety Act, Ministry of Labour Act, Workers Safety and Insurance Act, and the Ontario Human Rights Code) and workplace Health and Safety practices and programs
- Highly developed ability to influence, negotiate, and develop effective working relationships with stakeholders (including managers, employees, union officials and the public), including the ability to manage and resolve conflict.
- Excellent written, presentation and verbal communication skills
- Excellent time management skills, with the ability to handle a diverse and demanding workload, to prioritize changing and sometimes conflicting demands, and to work effectively under pressure.
- Excellent written and verbal communication and presentation skills; ability to effectively communicate with senior leaders
- Background knowledge of ergonomic principles and practices an asset.

**SALARY:** \$102,155.00 to \$135,815.00 per annum [Wage Grade 7, 2024 Rates]

**How to Apply:** Please visit the Toronto Public Library job board and view our current opportunities: <https://www.torontopubliclibrary.ca/about-the-library/jobs/>

Upon request, accommodation will be provided through all stages of the recruitment and selection process.

If you are invited to participate in the assessment process and require accommodations for the assessment, we ask that you provide your accommodation request as soon as reasonably possible.

TPL invites applications from all qualified individuals. The Library is committed to equal opportunity, diversity in the workplace, equity and reconciliation, and welcomes applications from Indigenous people, Black and racialized groups, people with disabilities, 2SLGBTQ+ people and women.