

The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
Occupational Health & Safety and Return to Work Programs Manager

Competition Number 2025-17

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of over 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us!

JOB OVERVIEW

The Occupational Health & Safety and Return to Work Programs Manager plays a key role in fostering a culture of safety and wellness across the District. Reporting to the Manager of Human Resources & Organizational Development, this role leads the development and implementation of proactive health and safety strategies, ensures compliance with legislation, and supports employees through effective disability management and return-to-work programs. This is a collaborative, hands-on position that directly impacts employee well-being and organizational resilience. The incumbent works with all District departments and operations, including the Fire Department and Central Saanich Police Services.

The ideal candidate will possess/be:

- A Diploma in Occupational Health and Safety and a minimum of three (3) years of experience in a corporate health and safety role including overseeing disability management. An equivalent combination of education and experience may be considered;
- A professional certification/designation in occupational health and safety or occupational hygiene such as CRSP, CSP, ROH designation or equivalent; • Strong knowledge of OH&S legislation, disability management and psychological safety;
- Well-versed in the interpretation and application of related legislation and regulations such as Workers' Compensation Act, BC Human Rights Legislation, and applicable Labour Law;

Please see the job description below for further information on the duties and requirements of the role.

At the District of Central Saanich we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. If you need an accommodation for any part of the hiring process, please reach out to us.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

The pay rate for this full time (7 hours per day), Monday to Friday position is \$93,803.00 to \$102,500.00 (2025 rates). Interested candidates are invited to apply via [the form below](#) or by submitting their resume and covering letter, quoting the competition number to resume@csaanich.ca by 4:00 pm on June 23, 2025.

We appreciate your application and interest in working with us; however, due to the volume of applications we receive we are unable to respond to each application and only those candidates under active consideration will be contacted.



Central Saanich

Exempt Job Description

Occupational Health & Safety and Return to Work Programs Manager

Administration Department

Management Level: MLO

Role Summary

The Manager, Occupational Health & Safety and Return to Work Programs plays a key role in fostering a culture of safety and wellness across the District. Reporting to the Manager of Human Resources & Organizational Development, this role leads the development and implementation of proactive health and safety strategies, ensures compliance with legislation, and supports employees through effective disability management and return-to-work programs. This is a collaborative, hands-on position that directly impacts employee well-being and organizational resilience. The incumbent works with all District departments and operations, including the Fire Department and Central Saanich Police Services.

Major Accountabilities

- Leads the organization-wide development, implementation and continuous improvement of occupational health and safety (OH&S) policies, programs and procedures;
- Provides advice, guidance and interpretation on topics such as OH&S policy and procedures, WorkSafe BC regulations and procedures, and BC Human Rights legislation; • Monitors and ensures compliance with regulation and internal policies and procedures;
- Contributes to and supports as necessary: accident/incident investigation, audits, emergency response, first aid attendant coordination and support, workplace safety compliance, risk assessments/safety inspections, contractor safety coordination, disability management;
- Oversees rehabilitation, accommodation and stay at work/return to work processes including working with managers and employees to support the process;
- Coordinates and delivers training on health and safety topics to support a strong safety culture;
- Conducts workplace inspections and risk assessments; • Acts as the incident investigation coordinator for serious workplace incidents and injuries (including near misses), prepares reports and recommends appropriate preventative or corrective actions;
- Maintains document control and reporting systems to support compliance and best practices;
- Leads change management strategies to enable the effective implementation of related projects and initiatives;
- Identifies and successfully coordinates with others in the organization, including joint occupational health and safety committee members, supervisors, and managers that are key to success in delivering on accountabilities;
- Uses data analytics and trends to inform proactive safety and wellness strategies;

Major Accountabilities (cont'd)

- Participates actively as a member of the management team to achieve integrated District plan and organizational goals;
- Participates in the Emergency Operations Centre and emergency planning as required;
- Follows all District bylaws, policies and procedures; and,
- Performs other related duties.

Required Experience, Knowledge, Skills & Abilities

- Diploma in Occupational Health and Safety and a minimum of three (3) years of experience in a corporate health and safety role including overseeing disability management. An equivalent combination of education and experience may be considered;
- Holds a professional certification/designation in occupational health and safety or occupational hygiene such as CRSP, CSP, ROH designation or equivalent; • Strong knowledge of OH&S legislation, disability management and psychological safety;
- Well-versed in the interpretation and application of related legislation and regulations such as Workers' Compensation Act, BC Human Rights Legislation, and applicable Labour Law;
- Excellent knowledge of current OHS legislation and best practice OHS procedures;
- Ability to understand and contribute to the development of policies and procedures;
- Demonstrated ability to ensure accountability, work collaboratively and influence others;
- Willingness and ability to stay current in best practices, standards and legislative changes related to health, safety and disability management;
- Ability to exercise discretion, tact, diplomacy, and good judgment with the highest level of care and control of sensitive and confidential information;
- Ability to travel regularly between work sites and locations as required;
- Experience as an advanced user of Microsoft Word, Excel, Outlook, and SharePoint;
- Strong interpersonal and communications skills with an excellent ability to build relationships with colleagues, customers, elected officials and contractors
- Ability to work positively toward advancing First Nations relations and awareness of federal, provincial and municipal initiatives advancing Truth and Reconciliation
- Working knowledge of the Community Charter, Local Government Act and other related legislation as applicable to this role
- Ability to identify, lead and participate in initiatives to implement process improvements and stay up to date on industry trends and best practices to increase efficiency and effectiveness
- Valid Class 5 drivers license

Hours of Work: The typical hours of work for this position are: 8:30 to 4:30; however, due to the nature of the role work may be conducted outside of these hours. This position is able to participate in the District's Flexible Workplace Policy.