

Made Safe Job Posting: Consulting Services Manager

Job Title: Consulting Program Manager

Purpose, Duties and Responsibilities, and Working Conditions

Job Purpose: To provide expert safety and health knowledge, advice, training and support to manufacturing organizations across Manitoba.

Job Duties and Responsibilities:

- Advise and support Manitoba manufacturers on a variety of safety and health related topics
- Business development, certification promotion, and support to high priority organizations
- Meet with new and existing companies to connect them with resources
- Support Made Safe team members in day-to-day operations
- Handle escalated concerns from member companies and staff
- Engage in strategic planning with the Director
- Support day-to-day operations and ensure they are in line with strategic plans, and stakeholder expectations
- Understand and be able to apply the Manitoba Workplace Safety and Health Act and Regulations, Canada Labour Code Part 2 (Federal) and any associated regulations, standards, or codes of practice to manufacturing situations to assist with hazard identification and problem solving
- Be familiar with manufacturing leading practices such as Lean Manufacturing, Training Within Industry (TWI), Six Sigma, Preventative Maintenance, ISO 9001, ISO 14001, ISO 45001, OHSAS 18001, AS9001, Good Manufacturing Practices, etc. and ensure that your recommendations for process, policy, and machine solutions to work with the appropriate standards
- Manage the noise level testing and fit testing programs, performing testing as needed
- Manage the calibration and maintenance of a TSI Portacount, PNDs, and any other testing equipment as per legislation
- Provide basic consultation on chemical safety, spill response, and basic industrial hygiene
- Work with the certification team performing audits, QA's, and current state assessments of organizations pursuing or maintaining in SAFE Work Certification

- Develop, review, and revise documents and templates required by Made Safe members to achieve maintain safe work certification
- Delivering training following adult learning principles when required
- Conduct meetings with company safety personnel, supervisors, and executives to discuss safety issues and recommendations for corrective action implementation
- Provide guidance and knowledge within the Made Safe team on safety and health items, including monitoring changes to any applicable standards, codes of practice and legislation
- Delivery of safety and health training as needed
- Support in the creation of new training content using an understanding of adult learning principles.
- Review and revision of current training as needed
- Research and development of additional safety and health resources to assist Manitoba manufacturers improve their safety and health programs and reduce workplace injuries
- Conduct performance evaluations for consulting and advisory team members
- Assist the management team and Director with other duties as assigned

Work Environment:

- Usually in an office or training room environment
- Sometimes on the manufacturing shop floor or outside, in hot or cold conditions

Physical Demands:

- Able to lift and carry containers up to 22 kg
- Able to deliver in-person, on your feet, real-time training for a full day, multiple days in a row

Requirements:

- Valid Class 5 vehicle driver's license
- Reliable vehicle

Travel: single-day or multi-day travel across Manitoba will be required

Position Type and Expected Hours of Work: Full-time, permanent position. Typically, Monday to Friday, 8:00 am to 4:00 pm, but some schedule flexibility is required, occasionally including some early mornings, evenings and weekends.

Education, Experience and Competency Requirements

Requirements: Education, Qualifications and Experience:

- Previous experience in manufacturing environments
- Previous experience in a safety leadership role
- Occupational Health & Safety education, certification (achieved or pursuing) and experience
- An understanding of the ASHRAE 62.1 and 241p standards, along with the Building and Fire Codes
- A thorough knowledge of the CSA standards, Codes of Practice, Manitoba Workplace Safety & Health Act & Regulations, Canada Labour Code Part 2, and any other applicable resources related to safety in Manitoba both under the legislation and as best practice
- Professional safety designation such as CRSP or CHSC (achieved or pursuing)
- Thorough knowledge of safety management systems and operations of the WCB
- Adult learning/corporate training education, certification and experience an asset

Requirements: Additional Competencies:

- Strong leadership skills
- Communication - verbal and written
- Customer service
- Basic Industrial Hygiene
- Machine Guarding
- Confined Space Entry
- Incident Investigations
- Hazard Assessments
- MS Office including specifically PowerPoint, Word, Excel and Outlook
- Report writing
- Problem solving
- Self-managing and self-directing
- Professional, punctual, organized and detail-oriented team player
- Continual learning and improvement

Further Details



Reports to: Made Safe Director

About Made Safe

An initiative of CME Manitoba, Made Safe is the Industry-Based Safety Program (IBSP) for manufacturers in Manitoba. Made Safe is dedicated to the prevention of injuries in the manufacturing sector. As the manufacturing sector certifying partner for SAFE Work Certification, Made Safe is supported by SAFE Work Manitoba. Made Safe provides health and safety training, consulting and services designed specifically for the needs of the manufacturing work environment, making it easier for employers and workers to ensure workplaces are safe and productive.