

Safety Manager

Genesis Business Group Inc. – Calgary, AB

APRIL 2024

Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also an award-winning residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Safety Manager
Reports To: Director of Operations
Job Type: Full-Time Permanent
Location: Calgary/Airdrie and surrounding areas

The Safety Manager is an integral part of the Genesis Builder's team. The successful candidate will have an established track record in residential construction safety, advising, compliance and providing safety leadership, be technically proficient, and flexible with taking on learning, and leading Genesis's Safety Program.

Role Responsibilities

- Provide support and demonstrate leadership in Safety to all Genesis employees, trade partners, and visitors.
- Effectively apply the requirements of the safety standards to promote Genesis's safety programs, applicable Occupational Health & Safety Regulations, Acts and Codes with all stakeholders.
- Utilize your knowledge of Genesis's safety program to work through advisement, mentorship and assistance with construction teams and trades to ensure companywide compliance;
- Be the lead of incident investigations by taking a closer look at the investigation requirements and associated high risk elements while keeping the lines of communication open with Director of Operations and the President.
- Review and monitor all WCB claims, and advise management of any changes or updates by the Board.
- Continuous monitoring, auditing and support to ensure Construction Safety Plan compliance while always looking for opportunities to improve safety performance;
- Record all work stoppages due to injury or safety incidents as required alongside the creation of a plan of correction, ensure all is communicated to the Director of Operations and the President.
- Share your knowledge and be a role model by providing Health and Safety training and coaching opportunities to all employees, trade partners and visitors.

- Effectively compile Health and Safety statistics monthly;
- Provide safe working conditions for all workers, sub-trades and visitors on /around the site
- Enforce all established safety regulations and safe work practices
- Recommend disciplinary action when necessary to ensure compliance with the rules
- Ensure that trade workers are oriented with the site and it's safety regulations. Proof of orientation must be documented and kept on file
- Provide instructions to workers in safe work procedures.
- Provide educational training and seminars to Genesis employees
- Provide support and administrative assistance on safety-related compliance projects, safety oversight, document management and safety auditing
- Correct physical conditions, which are liable to cause or have caused accidents
- Undertake the investigation of accidents, incidents or near misses to determine the underlying causes. Complete the necessary forms to document these incidents immediately
- Maintain a detailed inventory and record tools and safety equipment
- Conduct regular on-site hazard assessments. Identify hazards and unsafe work practices and provide recommendations on how to eliminate these issues
- Ensure all Hazard Assessments are completed and filed by Trade order in both hard and soft copy
- Provide each employee with information regarding hazards on the job site and how to avoid them. Ensure Hazard Assessment is completed on all sites for the start of all jobs and the daily hazard assessment done by the Site Supervisor and or Assistant Supervisor
- Work in cooperation with other project supervisory personnel and Director of Operations to determine procedures for dealing with safety violations
- Ensure PPE is being wore by staff and contractors appropriate to the work being completed and surrounding hazards
- Monitor and ensure compliance of environmental protection measures such as erosion and sedimentation control
- Ensure safety compliance documents are being completed and digitally filed
- Ensure Genesis fleet vehicles are maintained to a safe and reasonable standard
- Track theft and site damages to inform a comprehensive loss prevention strategy
- Liaise with security contractors to ensure appropriate measures are in place
- Attend weekly production meetings
- Attend weekly safety update meetings
- Provide monthly safety reports and review safety trends with the President.
- Continuous development of safety policies and procedures
- Assist in performing compliance audits and implement follow-up corrective actions to ensure compliance with Occupational Health & Safety and Genesis Builders Group Inc. Safety Policy
- Provide on-site safety documentation and Occupational Health & Safety compliance support for Genesis Builders Group Inc. home site locations

- Conduct and document Tool Box meetings with Trades and ensure that sub-trade workers hold weekly toolbox meetings or are informed about and invited to your weekly toolbox meetings
- Conduct weekly toolbox and monthly safety meetings with all company employees
- Cooperate with the rest of the team in order to achieve common objectives
- Set a good example, demonstrate a positive safety attitude and abide by the Safety Code of Ethics
- Report any anticipated loss of work time to the Director of Operations and the President as soon as possible after an injury has occurred
- Maintain COR certification for the company by advising on and or performing all necessary tasks required. For example, file all required internal and external documentation, conduct audits internally and externally, ensure proper required documentation is being filled out by all required staff and trade partners etc.
- Work with site staff to help Maintain good housekeeping on all job sites.
- Responsible for the daily administration of the Safety Program
- Post all Safety bulletins, Safety posters and Safety rules and regulations on site fencing or where applicable, inside site trailers and in the office
- Ensure that pertinent safety inspections / reports are submitted as required
- Ensure that corrective action is taken whenever deficiencies are identified
- Conduct in house safety training
- Keep up with current knowledge of safety literature, act and regulations, codes and practices
- Review accident reports to stay informed and up to date on safety issues
- Review, update and implement Genesis safety manual
- Other tasks as assigned by the corporation

Competencies and Skills Required:

- 5-10 years' experience in the residential/townhomes construction industry.
- A University Degree or College Diploma in Occupational Health and Safety and/or Risk Management or a combination of education and industry experience;
- Experience with Certificate of Recognition (COR)
- Audit Certification for COR;
- Outstanding leadership, coaching and interpersonal skills are essential;
- Proficient in Microsoft Office and general computer skills.
- Self-starter, proven time management skills, good attention to detail and problem solving skills, always results driven and have a passion to take ownership and own results
- Ability to work independently and within a team, and is willing to learn.
- Excellent written and verbal communication skills, and knowledge of other languages considered an asset.
- Ability to maintain confidentiality regarding all business and employment issues

Working Conditions

- This position works regular office hours i.e., Monday - Thursday 8:00 am to 5:00pm and Friday from 8:00 am to 3:00 pm. Calgary/Airdrie and surrounding area.
- Regular travel to construction sites across the city is required.
- Capacity to work irregular hours when operational and business requirements indicate
- Valid driver's license is required.

All interested and qualified applicants please apply by sending your resume to Human Resources Department at careers@genesisbuilds.com with the subject line "**Safety Manager**".

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.