

Made Safe Job Posting: Safety Trainer

Purpose, Duties and Responsibilities, and Working Conditions

Job Purpose: To deliver Made Safe's safety and health training to manufacturing organizations across Manitoba. Job also includes creating new training content and revising current training content.

Job Duties and Responsibilities:

- Working with the SkillsPass learning management system to publish the training schedule.
- Revision of current training content for formatting, branding, and content.
- Manage training supply inventories.
- Manage Train the Trainer materials and ensure members receive the appropriate materials in a timely fashion.
- Provide day-to-day support for training sessions (both in-person and online training).
- Support the document control system, training, and resource libraries.
- Involvement with the Safe Work Manitoba Endorsed Training process.
- Delivery of safety and health training:
 - at Made Safe's Winnipeg location and across Manitoba
 - in-person and via online webinars and hybrid sessions
- Includes all tasks involved in preparing for a training session, delivering the training session, and completing all required post-training session tasks
- Other duties as assigned.

Work Environment:

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

Physical Demands:

- Able to lift containers of training material (binders, manuals, etc., approx. 7 to 10 kg)
- Able to deliver in-person on-your-feet training for a full day, multiple days in a row

Requirements:

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

Travel: Single-day and multiple-day travel across Manitoba required



Position Type: Full-time, permanent

Hours of Work: Monday to Friday, 8:00 am to 4:00 pm is the default workweek, but schedule flexibility is required, including starting and/or finishing a workday earlier or later per training and travel requirements.

Vacation: 3 weeks per year

Education, Experience and Competency Requirements

Requirements: Education, Qualifications and Experience:

- Occupational Health & Safety education, certification and/or experience an asset
- Adult Learning/Corporate Training education, certification and/or experience an asset
- Previous experience in manufacturing an asset

Requirements: Additional Competencies:

- MS Office including specifically PowerPoint, Word, Excel and Outlook
- Customer service
- Communication - verbal and written
- Problem solving
- Self-managing and self-directing
- Professional, punctual, organized and detail-oriented team player
- Continual learning and improvement

Further Details

Reports to: Training and Development Manager

Made Safe offers a competitive salary, pension, and benefits package, as well as free parking, access to company vehicles, and ongoing opportunities for professional development. We take pride in our team and workplace culture.

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.