



JOB

The Corporation of the City of Orillia has an opening for the full-time position of Health and Safety Officer in the Human Resources Division of the Corporate Services Department due to the retirement of the incumbent. Employment will commence in December of 2024.

DESCRIPTION

DUTIES

- Research, interpret and apply legislation and policies to ensure compliance with relevant regulations as it applies in order to minimize risk exposure for the corporation. Propose new policies and/or policy amendments to ensure compliance with all applicable regulations.
- Coordinate and deliver occupational health and safety and injury prevention training to ensure compliance with relevant legislation, regulations, new and existing corporate policies and procedures in order to reduce related risks and with the goal to achieve zero accidents/injuries.
- Assist with auditing hazards, reviewing operations and investigating all injuries, accidents and near misses; make recommendations for corrective actions to help protect workers from potentially hazardous work methods, processes, or materials.
- Conduct, or arrange for, ergonomic assessments of work areas and tasks with the potential to cause repetitive strain injuries. Assist Managers with developing suitable modified work plans for employees with temporary or permanent disabilities.
- Responsible for reporting all accidents to WSIB and reporting to the Ministry of Labour if a critical injury or occupational illness occurs.
- Track and monitor all WSIB claims. Liaise with WSIB, injured worker and supervisors to coordinate Early and Safe Return to Work Program.
- Prepare monthly accident statistics data and report to Management and the Joint Health and Safety Committees.
- Participate as a technical resource member of all Joint Health and Safety Committees (JHSC's) to ensure compliance with legislation and consistency in application.
- Develop a health and safety training plan that includes health and safety orientation for new employees based on hazard assessments and in consultation with managers.
- Enter all training records into the Human Resources Information System database so that they may be retrieved when required.
- Ensure regular workplace inspections are conducted of all City facilities in order to confirm compliance with safety standards and government regulations.
- Manage the recruitment and selection process for school Crossing Guards including the development of job descriptions, publishing of job postings, resume review, conducting interviews, candidate selection and orientation.
- Responsible for performance management, monitoring and disciplining of school Crossing Guards.
- Administer the School Crossing Guard program annual operating budget including monitoring and controlling expenditures.
- Perform other duties as assigned in accordance with corporate objectives.

QUALIFICATIONS

- Post-secondary Degree/Diploma in Occupational Health & Safety, Health Sciences, Human Resources or related field.
- Canadian Registered Safety Profession (CRSP) certification or willingness and ability to obtain.
- Minimum three years' experience in a unionized, municipal environment.
- Possess valid Joint Health and Safety Committee certification.



- Excellent computer skills using MS Office applications, including Share Point, Word, Excel, Outlook, Great Plains.
- Strong working knowledge of applicable legislation (Occupational Health & Safety Act, WHMIS, WSIA, Employment Standards Act).
- Excellent organization, judgment, initiative, and interpersonal skills.
- An ability to work independently with minimal supervision.
- Ability to act as a back-up Crossing Guard when required which includes meeting the physical demands of the position.
- Strong leadership, communication, facilitation, and management skills.
- Strong financial/budget management skills.
- Possess class 'G' Ontario driver license and access to reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$88,232 to \$103,219 for a 35-hour work week, plus a comprehensive benefits package. Interested applicants are invited to submit their application by September 23rd, at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.