



## **The Town of Collingwood Seeks: Health and Safety Coordinator (Permanent)**

Collingwood is located in the heart of Ontario's finest four-season destination area. Collingwood offers a combination of old time charm and history with the best recreation in Southern Ontario. Live, Work and Play!

Reporting to the Manager, Human Resources, the Health and Safety (H&S) Coordinator is responsible for assessing the organization's compliance with health and safety legislation in order to promote the well-being of employees in the workplace, manage exposure to risk and reduce costs related to workplace injuries and/or non-compliance fines and penalties. This includes: conducting workplace audits to identify unsafe work conditions and practices to reduce workplace accidents; problem-solving and providing recommendations related to workplace practices/conditions and accident investigations; compiling and tracking of statistics and data to facilitate the prioritization of mitigation strategies; interpreting applicable codes, standards, guidelines and relevant legislation; providing advice and guidance to managers/supervisors to ensure legislative compliance; writing policies and procedures; developing and delivering health and safety training and workshops; and, liaising with and providing guidance to the organization's Multi-site Joint Health and Safety Committee (MJSHC). The main duties and responsibilities of this position include: compliance; health and safety programs; training; policy and services administration; and, risk management.

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday, 8:30 a.m. to 4:30 p.m. with the requirement to respond outside of normal work hours as needed. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts, work weekends or holidays, attend training or other special events outside of normal work hours and/or to work overtime as needed. The salary range for this position is \$71,160.57 to \$86,464.85 (2017 rate) per year.

Please refer to the Town of Collingwood website for further position details located at: [www.collingwood.ca/humanresources](http://www.collingwood.ca/humanresources). Interested qualified applicants are invited to forward their cover letter and resume quoting **Job #2018-21** no later than **February 26, 2018 by 4:00 p.m.** to:

Melissa McCuaig  
Manager, Human Resources  
Town of Collingwood, Box 157  
Collingwood, ON L9Y 3Z5  
Fax: 705-445-5715  
Email: [jobs@collingwood.ca](mailto:jobs@collingwood.ca)