

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

HEALTH AND SAFETY ADVISOR

TEMPORARY FULL-TIME (12-month contract)

JOB ID: C36-24	LOCATION: Remote and 30 Centre Street, Orangeville
JOB TYPE: TFT	DEADLINE TO APPLY: 4:30 p.m. on March 25, 2024

Reporting to the Human Resources Manager, the Health and Safety Advisor is responsible for the development and implementation of an Occupational Health and Safety program for the County of Dufferin and participating member municipalities. This position acts in an advisory capacity to all levels of staff and management, providing training, tools, and resources to support a culture of health and safety, and promote the municipality's internal responsibility system.

What we can offer YOU!

- A competitive hourly wage ranging between \$44.62 – \$52.20 (April 1, 2024 Non-Union Pay Grid)
- Enrolment in our defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment

What you'll do

- Reporting on industry and Ministry of Labour trends/initiatives
- Monitor industry trends and Ministry of Labour enforcement initiatives, and report to Management and Health and Safety representatives
- Provide advice regarding legislative requirements under the Occupational Health and Safety Act and its application in workplace situations
- Assist in preparation for compliance with enforcement initiatives
- Support with MLITSD reporting and investigations, compliance with MLITSD orders and internal incident reporting and investigations
- Develop, review and update facility emergency procedures (severe weather, lockdown, fire safety plan, etc.) and coordinate submission to outside approval authorities on an annual basis as appropriate
- Develop, review, and coordinate approval of policies, procedures related to workplace safety
- Coordinate/ facilitate job hazard analysis process and documentation for hazards raised to Health and Safety representatives,
- Coordinate department risk analysis process and documentation with department managers and Health and Safety representatives as needed
- Coordinate incident investigation efforts and liaise with Ministry of Labour Inspectors following critical incidents
- Develop, deliver and track both classroom and electronic training related to safety in the workplace
- Coordinate external facilitators for training as needed
- Attend all meetings of both County JHSCs, and provide support to Municipal HS Reps during monthly site visits
- Provide updates to HS Reps re: industry trends and Ministry of Labour Initiatives
- Develop and coordinate wellness initiatives for employees in consultation with Human Resources

What you'll bring

- University degree or college diploma in Occupational Health and Safety or a closely related field
- Certified Registered Safety Professional (CRSP) is an asset
- Minimum three (3) years of Health and Safety work experience, including experience in workplace inspections, WHMIS, incident investigation, WSIB, workplace accommodations and return-to-work programs, ergonomic assessments, disability claims management and wellness programs
- Extensive knowledge of the Occupational Health and Safety Act, Workplace and Insurance Act, and other related legislation
- Analytical research and reporting techniques
- Ability to write precise policies and procedures, advice and/or instructions on various topics from a health and safety perspective
- Excellent interpersonal communication and mediation skills
- Strong presentation and facilitation skills
- Ability to travel to various locations within Dufferin County
- Strong computer skills, including experience using Microsoft Office, Outlook, and an electronic document management system
- Valid Class G driver's license and access to reliable transportation required
- Suitable work from home environment including reliable high speed internet

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:

hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by **April 1, 2024**. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.