



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Regular Full-Time Health & Safety Specialist

**Posting Number:** 005275

**Department:** Corporate & Finance

**Branch:** Human Resource Services

**Location:** City Hall

**Posting Start Date:** 2025/03/27

**Posting End Date:** 2025/04/11 by 4:30p.m.

**Employment Group:** Exempt

**Salary Grade:** O- \$99,638 - \$117,220 per annum

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** No

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### **Job Description**

Reporting to the Manager, Health, Safety & Wellness, the Health & Safety Specialist provides advice, support, analysis and health and safety related recommendations to the organization. This role helps business units establish risk controls and management processes that promote sustainable business practices. The Health & Safety Specialist works to reduce and eliminate injuries (physical and psychological), occupational illnesses, and property damage. In partnership with various business units, the position ensures staff engagement in their Occupational Health & Safety statutory and corporate

obligations, fostering a culture of continuous improvement and maintaining compliance at all organizational levels. The Health & Safety Specialist also plays a critical role in supporting the development, implementation, and ongoing maintenance of a Health & Safety Management System to manage health & safety-related risks to the City.

**Responsibilities:**

- Develop and implement health and safety policies, programs, and standards
- Deliver education programs and materials
- Conduct health, safety and risk evaluations and assessments or audits and provide associated recommendations, corrective action plans and prepare reports as required
- Support corrective action plans from inspections and investigations.
- Provide regulatory compliance advice
- Investigate and report on safety concerns and incidents
- Guide and assist with the operations of the Joint Health & Safety Committees
- Monitor occupational hygiene factors and develop recommendations to address
- Collaborate with cross-functional teams to integrate health and safety into project planning and execution
- Provide guidance on health and safety matters
- Monitor and evaluate the effectiveness of health and safety initiatives through data analysis, performance metrics, and feedback mechanisms.
- Evaluate health and safety initiatives
- Assist in the procurement of and manage, when required, occupational safety or hygiene contractors/consultants
- Provide safety training and orientations
- Develop and review Standard Operating Procedures
- Keep management informed of issues and incidents

**Requirements:**

- Four (4) year degree in Occupational Health and Safety or Occupational Hygiene, or equivalent experience and education and a minimum of five (5) years in safety program leadership and health and safety management system implementation
- Internal auditing experience and Certification as ISO or COR auditor, or willingness to obtain
- Professional certification in Occupational Health & Safety or Occupational Hygiene (CRSP, CRST, CHSC, ROH, CIH or ROHT)
- Experience with Environmental Compliance Audits would be considered an asset
- Strong interpersonal, communication, customer service, research and analytical skills
- Experience with the creation and presentation of reports, metrics, and analytics
- Experience in providing training and ability to manage and assist with the implementation of change initiatives throughout the organization
- Proficient in Microsoft Office applications
- Ability to manage change and assist with adaptation
- Experience with government regulatory bodies e.g., Ministry of Labour, Immigration, Training and Skills Development of Ontario (MLITSD)

This position is eligible for hybrid work.

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email

address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*