



## **We're looking for a Health & Safety Associate to join Clarington's Legislative Services team!**

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

### **Why Clarington**

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

### **Position Snapshot**

Reporting to the Health and Safety Coordinator, the Health & Safety Associate is responsible for assisting with developing, implementing, and promoting the corporate health, safety, and wellness programs and strategies across all departments within the Municipality of Clarington to ensure the fostering of a healthy workplace, a strong safety culture and internal responsibility system, and ongoing compliance with applicable legislation and guidelines.

### **What you'll be doing**

**As a Health & Safety Associate your responsibilities include but are not limited to:**

- Responsible to review and research legislative requirements for compliance under Occupational Health and Safety Act, Workplace Safety and Insurance Act, and First Aid Regulation.
- Develop and promote strategies for compliance with health and safety legislation, policies, standards, and management directives.
- Providing support and guidance on all matters and inquiries pertaining to health, safety, and wellness.
- Participating in site visits, inspections, and incident investigations as required.
- Acting as a backup point of contact for MLITSD and WSIB.
- Researching, creating, and modernizing corporate health & safety programs and associated training, including coordinating instruction, or personally facilitating staff training.
- Arranging and facilitating health & safety training, such as new hire orientations, and ensuring that documentation is tracked accordingly.

- Maintaining awareness of current industry practices and innovations related to wellness initiatives and opportunities.
- Sourcing and arranging wellness initiatives for various departments.
- Receiving incident reports and determining next steps, including initial WSIB reporting.
- Tracking of incidents, trending, and as needed, helping to investigate and follow up on completion of corrective measures.
- Mentoring and acting a resource to the JHSCs, assisting in preparation for JHSC meetings (creating agendas, preparing packages, etc.), and attending meetings.
- Supporting health & safety communications and awareness campaigns and help to maintain health & safety bulletin boards.
- Helping to build a strong Internal Responsibility System, where everyone has direct responsibility for health and safety as an essential part of their job.

## What you bring

### The successful candidate will have:

- Post-secondary diploma in Occupational Health & Safety, Occupational Hygiene, Human Resources, or related field/discipline.
- Canadian Registered Safety Professional/Technician (CRSP/CRST) designation or in the process of obtaining.
- Minimum of 1-3 years of health & safety related experience in a unionized environment.
- Familiar with safety management systems in the workplace.
- Experience with leveraging technology to better safety performance.
- Experience working with the Health and Safety Excellence Program would be an asset.
- LEAN Continuous Improvement certification would be an asset.
- Advanced user of Microsoft applications, SharePoint, and able to adapt to new technologies.
- Working knowledge of applicable legislation, regulations, standards; including the Occupational Health & Safety Act, First Aid Regulation, Workplace Safety and Insurance Act, Ontario Human Rights Code, Employment Standards Act, and WHMIS.
- Excellent attention to detail and accuracy.
- Maintains the highest degree of integrity, honesty, fairness, and confidentiality.
- Strong interpersonal, communication, analytical, oral, and written communication skills, including presentation skills.
- Excellent planning and organization skills with an ability to handle multiple competing projects and tight deadlines.
- Superb problem solving and the ability to utilize critical thinking.
- Excellent research skills with the ability to deliver findings and recommendations.
- Proven ability to function and contribute as an effective team member and to work independently.
- Ability to travel occasionally to various work locations in a timely and efficient manner.
- Must be able to legally work in Canada.

## What we offer

We offer the following benefits and perks to ensure that your total compensation package addresses both your work and life needs.

- Salary: \$76,446 to \$92,924 –Grade 4 of the 2025 Non-Affiliated Salary Administration Program.

- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week

## **We are an equal opportunity employer**

- The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.
- We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## **Additional information and requirements**

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## **Privacy**

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

## **Ready to apply?**

Please submit your application online by June 23, 2025, 11:59PM.

We thank all applicants for their interest. However, only those under consideration will be contacted.