



FULL-TIME HEALTH & SAFETY CO-ORDINATOR (COMPETITION NO.: HRD-2025-01)



Posting Date:	September 16, 2025	Closing Date:	September 26, 2025
Department:	Human Resources	Hours per Week:	35 hours
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes – Employer Matched Contributions		
Salary Level 106:	\$87,196 - \$108,982 (2025)	Union:	Non-Union

Interviews are tentatively scheduled for October 10, 2025. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Reporting to the Human Resources Manager, the Health & Safety Co-ordinator is responsible for the administration and co-ordination of WSIB claims including Early and Safe Return to Work Programs. They also act as a health and safety resource on various Joint Health and Safety Committees throughout the Corporation.

Duties

- Administer WSIB claims including the development and co-ordination of modified work programs, ensuring compliance with corporate policy, participating in the claims objection/appeal process, and applying for cost recoveries such as Injury Enhancement Fund (SIEF), third party claims, and cost statements adjustments;
- Oversee all Joint Health and Safety Committees including facilitating meetings, preparing packages, providing statistical reports, ensuring workplace inspections are compliant, and training new members;
- Provide guidance and support to staff with corporate health and safety matters;
- Administer various corporate programs including corporate fire drills, the corporate Asbestos Compliance program, the corporate WHMIS program and the Public Access Defibrillation program;
- Develop, maintain, and deliver emergency fire marshal training;
- Responsible for correcting and responding to hazards in the workplace, as well as orders left by Ministry of Labour in relation to City Hall and the Engineering/HR building;
- Analyze and assess the impact of emerging legislation, regulation, best practices and industry standards associated with health, safety and wellness to identify trends/high risk areas;
- Ensure Corporate compliance with provincial, federal and municipal occupational health and safety legislation, regulations, policies and procedures;
- Co-ordinate special projects as assigned including Safety Excellence Program initiatives;
- Act as secondary contact for the Ministry of Labour for non-injury related issues;
- Assist with incident investigations as required;
- Perform duties as Chair of the Employee Wellness Committee;
- Other duties as assigned.

Qualifications

- A Community College Diploma in Occupational Health & Safety, Human Resources or related discipline;
- Canadian Registered Safety Professional (CRSP) designation preferred;
- A minimum of two (2) years' experience including claims management experience;
- Thorough knowledge of legislation including OHSA, Canada Labour Code, Ministry of Health & Long-Term Care Act etc.;
- Effective analytical and problem-solving skills;
- Strong organizational and time management skills;
- Strong interpersonal and communication skills (verbal and written);
- Proficient in use of claims management software (Parklane) and Microsoft Office Suite;
- Ability to work independently and within a team environment;
- Valid driver's licence and access to a vehicle;
- Fluency in both official languages is preferred;
- Current and clear Criminal Record Check required.

How to Apply

Submit your application to the Human Resources Department by the closing date of **4:00 pm** on **September 26, 2025**.

Via Email human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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[\(705\) 264-1331](tel:7052641331)