

Health, Safety & Training Coordinator

The City is seeking an experienced Health, Safety & Training Coordinator to join our dedicated Public Works team.

Job Status: Full -time Temporary

Division: Engineering & Operations

Department: Public Works

Union: [CUPE 3690](#)

Salary: \$48,594.00 - \$74,765.60

Closing Date: October 30, 2025

The Role

In response to the City's growing operational and legislative demands in Health and Safety (H&S) and training, an additional resource is proposed within Public Works. This role would absorb a portion of operational H&S and training responsibilities with focus on field staff across all divisions of the City, allowing Human Resources to concentrate on strategic corporate health and safety initiatives and corporate training. This ensures the City maintains service quality, compliance, and supports evolving client needs.

Key Duties and Responsibilities

- Coordinate and monitor training activities to maintain compliance with legislative updates and support policy implementation.
Maintain/develop computerized training system.
- Conduct training sessions, facilitate safety talks, and implement Standard Operating Procedures (SOPs). Develop /Review/Update SOP's.
- Support the Fleet Trainer with training, SOP's, and new equipment hazard review.
- Investigate incidents/injuries, support supervisors/employees in completing reports, and implement corrective actions.
- Provide support to the Incident Review Committee and assist with follow-up activities.
- Support Ministry of Labour (MOL) inspections and compliance measures.
- Organize, schedule, and monitor all safety training and maintain accurate records in the Learning Management System (LMS).
- Support Joint Health and Safety Committee (JHSC) action items and maintain safety boards.

- Conduct and review job site inspections, assign action items, conduct spot checks of safety and fleet related documents e.g. TASCs, tailboards, pre-tip inspections.
- Conduct field assessments (ergonomics, sound testing) with HR support.
- Provide training and support for emergency planning initiatives.
- Address Personal Protective Equipment (PPE) inquiries from employees and managers and ensure compliance and effectiveness.
- Support project safety monitoring for contractors and projects.
- Review traffic protection plans, traffic control plans and field set-ups.
- Perform other related duties.

Qualifications

- Two-year College Diploma with a specialization in Health and Safety or a related field.
- Health and Safety certification (e.g., NCSO, CRST, CRSP, CHSC) considered an asset.

The Candidate

The successful candidate should possess the following experience, knowledge and competencies:

- More than 1 year of experience in a Health and Safety or Training role.
- Experience coordinating safety programs and delivering training sessions.
- Knowledge of application legislation (Occupational Health and Safety Act and Regulations, etc.)
- Traffic Control – Temporary Work Zones (Book 7) Training considered an asset.

Why Work With Us

It's an opportunity to work in a dynamic and collaborative environment where your organizational skills, attention to detail, and professionalism will be highly valued.

For temporary employees, the City offers competitive salaries, access to our Employee & Family Assistance Plan (EFAP), and the option to enrol in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

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