

Reporting to the Manager, Health, Safety & Wellness, the Health, Safety & Wellness Specialist provides expert advice, analysis, support, and recommendations on health and safety matters across the organization. The role supports business units in establishing effective risk controls and management processes that promote safe, sustainable operations. Through collaboration with branches across the City, the Health, Safety & Wellness Specialist works to prevent and reduce physical and psychological injuries, occupational illnesses, and property damage. The position also promotes staff engagement in statutory and corporate Occupational Health & Safety obligations, supports a culture of continuous improvement, and helps maintain compliance at all levels of the organization. In addition, the role is critical to the development, implementation, and ongoing maintenance of a Health & Safety Management System to manage health and safety-related risks to the City.

**Responsibilities:**

- Develop and implement health and safety policies, programs, and standards
- Develop and deliver health, safety & wellness 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, safety & wellness 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 health, safety and wellness training and orientations

- Develop and review Standard Operating Procedures
- Keep management informed of issues and incidents
- Support planning and rollout of wellness initiatives
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Perform other duties as assigned

**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)
- Able to provide own transportation for regular travel between City facilities as required

This position is eligible for hybrid work.

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

**What the City Offers:**

- Competitive salary
- Comprehensive benefits package
- Pension (OMERS)
- Professional development opportunities and/or education reimbursement
- Paid professional association membership for certification maintenance
- Free on-site parking
- Employee perks and wellness programming