

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) HEALTH AND SAFETY ADVISOR Permanent Full Time

Job ID: C74-26

Location: Hybrid –minimum three (3) days must be on site – Remote and various locations throughout the County

Job Type: Permanent Full-Time

Deadline to Apply: 4:30 p.m. on September 24, 2026

Vacancy Type: Current Opening

Reporting to the Human Resources Manager, the Health and Safety Advisor develops, implements, maintains, and continuously improves the County's Occupational Health and Safety Program for the County of Dufferin and participating member municipalities. In collaboration with internal and external stakeholders, the role develops policies, procedures, training, resources, and site-specific guidance to support legislative compliance, best practices, industry standards, and the County's commitment to a physically and psychologically safe workplace.

What we can offer YOU!

- A competitive hourly wage ranging between \$56.65 – \$66.26 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Interpret and advise on requirements under the Occupational Health and Safety Act, applicable regulations, corporate policies, procedures, programs and other relevant legislation.
- Support compliance with MLITSD reporting requirements, investigations, orders, work refusals, critical injuries, and related documentation.
- Develop, review, update and implement occupational health and safety policies, procedures, standards, programs, emergency plans and operational guidelines consistent with legislation, corporate direction, industry best practices and operational needs.
- Develop workplace incident/injury reporting, investigation, documentation, and return-to-work standards for the organization.
- Analyze health and safety statistics, identify trends, and prepare and present reports and recommendations to management and staff.
- Coordinate and support workplace inspections, job hazard analysis and risk assessment processes in collaboration with managers, supervisors, Joint Health and Safety Committees, and Health and Safety Representatives.
- Identify health and safety training needs and develop, design, deliver, and evaluate training and education programs to meet divisional, organizational, and legislative requirements.
- Lead the development and facilitation of health, safety and wellness events, campaigns, and engagement initiatives.

- Develop and maintain collaborative relationships with member municipalities and external partners to promote knowledge sharing, coordinate joint initiatives, identify opportunities for collaboration, and support the delivery of shared training, resources, and best practices.
- Regularly attend and provide on-site support at County and participating member municipality workplaces

What you'll bring

- University degree or college diploma in Occupational Health and Safety or a closely related field.
- Minimum three (3) years of Health and Safety work experience, including experience in workplace inspections, Workplace Hazardous Materials Information System, incident investigation, Workplace Safety and Insurance Board, return-to-work programs, ergonomic assessments, and wellness programs.
- Comprehensive knowledge of relevant legislation, regulations, standards, and related practices, including the Occupational Health and Safety Act and Regulations, Workplace Safety and Insurance Act, WSIB policies/processes, Employment Standards Act, Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, and other applicable legislation.
- Analytical research and reporting techniques
- Ability to write precise policies and procedures, advice and/or instructions on various topics from a health and safety perspective.
- Excellent interpersonal, communication and mediation skills
- Strong presentation and facilitation skills
- Ability to travel to various locations within Dufferin County
- Strong computer skills, including experience using Microsoft Office
- Valid Class G driver's license and access to reliable transportation required.
- Satisfactory Criminal Record Check

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:

<https://recruiting.ultipro.ca/COR5111CCOD/JobBoard/9cb23a5e-5b79-42a8-9922-562d830c2091/Opportunity/OpportunityDetail?opportunityId=d9af0869-3f40-42d8-9f7e-e21bc6179aca>

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.



We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by October 9, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

