

Our team is highly skilled, passionate about our community, and we care. Let's grow together.

Senior Health & Safety Specialist

Who We Are

In Whitby, we are dedicated to our work, our community, and each other. We work hard, we have fun, and we celebrate our successes.

The Town of Whitby is a community in transformation that is located in the heart of Durham Region in the eastern Greater Toronto Area. Whitby is the second-largest municipality in the region and one of the fastest-growing communities in Canada. Located on Lake Ontario and only an hour east of Toronto, the population of Whitby is expected to grow from 140,000 to more than 200,000 by 2031. Whitby's Official Plan has been updated to establish new directions for Whitby's planned growth and development; the protection of our natural and built environments; urban design intensification; sustainability; community improvement; and, new employment within this time frame.

The Town of Whitby combines a small town atmosphere with the sophistication and amenities of a larger urban centre. Whitby boasts two beautiful heritage downtowns, one of the finest recreational harbours with an award-winning marina, year round sports and recreation activities, parks, trails, and a robust arts and culture scene, all of which are part of the extraordinary amenities that Whitby residents enjoy every day.

Whitby has an exciting and aspiring future, with a community that is welcoming, growing and transforming. On our team, you can expect to make a difference through your work and have a direct impact on shaping our growing community. Creating an inclusive environment where employees experience job satisfaction and have rewarding careers is important to us. We live our values and foster a culture of collaboration, accountability, respect and engagement where people enjoy coming to work.

The Town of Whitby is a hybrid organization. This means staff are empowered to do their best work from various locations, as appropriate for the position.

We want to be the preferred employer for the most talented people who care about the Town of Whitby, and are excited and proud to serve our vibrant community.

Let's grow together.

What You Will Get To Do

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to the Senior Manager, HR Advisory Services, the Senior Health & Safety Specialist plays an integral role in ensuring staff safety remains the number one (1) priority throughout the organization. As the subject matter expert, this role provides leadership, advice and support to all levels of the organization, while simultaneously

developing/delivering corporate policies, programs, analytics and/or training in alignment with strategic goals.

The Senior Health & Safety Specialist is the primary contact, leading interactions with the Ministry of Labour (MOL) and leading investigations that include significant risk or critical/fatal accident, while also overseeing the Town's multiple Joint Health & Safety Committee(s).

The strong partnerships formed by this role with all People Leaders and employees, ensures consistent improvement to the overall health and safety program(s) of the Town of Whitby.

Duties include but are not limited to:

Policy Development, Training and Stewardship

- Develop and recommend revisions to all policies related to health and safety in alignment with Corporate and Departmental goals;
- Conduct annual review of policies, in consultation with key stakeholders;
- Interpret, understand and provide advice and guidance to People Leaders on all policies, legislation and procedures related to health and safety;
- Monitor and report on legislative changes that may impact the Town and devise strategies to ensure compliance;
- Support multiple Joint Health and Safety Committees and act as a resource and trainer to ensure ongoing effectiveness;
- Work with divisions and People Leaders to develop procedures that align with Standard Operating Guidelines (SOGs) policy and legislation;
- Collaborate with the Organizational Development division to develop training materials and deliver training sessions across the organization in support of the health and safety program, policies and procedures;
- Assist with Physical Demands Analysis (PDA) and/or ergonomic assessments as required;

Accident and/or Incident Investigations

- Regularly evaluate and monitor any health and safety hazards throughout the Town, via risk assessments to determine root causes and develop appropriate proactive recommendations or strategies to address concerns, control risks and improve preventative measures in the workplace;
- Coordinate and facilitate site safety and hazard analysis including but not limited to, performing industrial hygiene testing for noise, heat, cold, ventilation, illumination, air quality etc., ensuring compliance with applicable legislation;
- Provide strategic and operational support and advice to staff and management while investigating complex accident and/or injury claims, leading investigations that include significant risk or critical/fatal accident;
- Responsible for all communications with external regulatory agencies such as the Ministry of Labour, Technical Safety Service Alliance, etc.; and,
- Ensure compliance with all relevant legislation, including Occupational Health and Safety Act and regulations, Workplace Safety and Insurance Act, Employment Standards Act, 2000, Ontario Human Rights Code, etc.;

Analytics, Metrics and Reporting

- Develop, report, maintain and analyze metrics for the Town on leading or lagging indicators including items such as near misses, accident/incident rates, vehicle/equipment statistic and/or compliance initiatives to support recommended investments in the growth and direction of the health and safety programs across the organization;
- Develop and maintain an accurate record keeping system for all data/information related to health and safety training and individual employee accidents/incidents;
- Identify mitigating strategies to manage escalating Workplace Safety & Insurance Board (WSIB) costs, including strengthening safe work protocols, appealing WSIB decisions and case management etc.;
- Partner with Sr. Health, Wellness & Attendance Specialist to identify workplace accident trends, WSIB claims, early/safe return to work and/or modified duties;
- Identify areas of risk regarding health and safety practices across the organization; and,
- Other duties as assigned;

Who You Are

Our Human Resources team is looking for a passionate, organized, solutions-driven team player that takes initiative and thrives on a high performing team. You are self-motivated, self-starting and utilize a proactive and structured approach to your work. Your excellent communication and interpersonal skills coupled with your experience promoting and maintaining positive union/employee relations enables you to skilfully build, establish and maintain positive working relationships.

A high volume of work does not intimidate you. You are very organized, have strong work ethic, time management and prioritization skills, and good attention to detail. You have the ability to demonstrate tact, diplomacy and sound discretion when working with a broad range of partners and highly sensitive situations. You have a demonstrated ability to work successfully with different people at varying levels of an organization including different union groups, leaders and legislative boards. Using your extensive knowledge and experience in the field allows you to thoughtfully and autonomously navigate through complex health and safety issues and recommend effective, informed solutions.

To you, being at work is a mindset and not a location. You can switch seamlessly across modes of work and cultural norms of working in different environments. You know you best, including the tasks you do better when working virtually versus on-site. You believe that the cornerstone of successful working relationships is trust and understand how this positively impacts productivity and performance. You have a high degree of accountability, readily adapt to disruption, like to learn to skills, and explore new ways to connect and collaborate in the digital world.

You like to have fun and value relationships – this Human Resources team works hard, but also enjoys each other's company and we make time to connect.

What You Bring To Our Team

As the successful applicant, you must possess:

Knowledge Requirements

- Post-secondary degree/diploma in Occupational Health & Safety, Environmental Sciences, Human Resources or related discipline;
- Possess a professional designation as a Canadian Registered Safety Professional (CRSP);
- Possess a professional designation as a Certified Health & Safety Consultant (CHSC);
- Adult Learning and/or Teaching certification from an accredited body such as a post-secondary institute; or have an equivalent combination of education, training and experience;
- Minimum of five (5) years of direct health and safety experience, including experience liaising with the Ministry of Labour (MOL) and the Workplace Safety and Insurance Board (WSIB);
- Three (3) years' experience investigating and managing health and safety matters within a unionized environment;
- Thorough working knowledge of all relevant legislation, including, but not limited to, Workplace Safety and Insurance Act (/WSIA), Occupational Health and Safety Act and applicable regulations, (OHSA), Ontario Human Rights Code (HRC), Employment Standards Act (ESA), and Personal Health Information Protection Act (PHIPA);
- First Aid/CPR certification; an asset
- Mental Health First Aid certificate an asset;
- A combination of equivalent experience and education may be considered;

Skill requirements

- Excellent public speaking skills with extensive experience developing and delivering presentations and/or training;
- Advanced user of Microsoft Office Suite programs in order to accurately track and report on key metrics as well as providing guidance and assisting with preparation of policies, procedures, standard operating procedures and analytics on prescribed templates.
- Ability to develop, revise and update policies as needed to ensure the Town is in compliance with applicable legislation;
- Keen attention to detail, responsible for conducting investigations, research, interpretation, analysis and communication of complex and sensitive information in order to provide recommendations.

What We Offer You

- Salary: \$101, 210 – \$119,070 per annum (Band E)
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a designated as a Frontline Hybrid role. Frontline Hybrid recognizes that up to 40% of job functions associated with the role can be done virtually, from a remote office. Further details on these programs will be discussed through the selection process.

Work Location: Whitby, ON

Union Affiliation: No Affiliation

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. (thirty-five hours per week), plus potential evenings to attend Council/Standing Committee/Statutory Public Meetings etc. In addition, there is an expectation of this role to respond to and/or attend worksite(s) after hours due to emergency situations.

We are an Equal Opportunity Employer

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

For your safety and the safety of others, you will be required to demonstrate in writing, from an Ontario Ministry of Health authorized site, that you are fully vaccinated for COVID-19 as of your hire date.

Vaccination requirements are subject to bona fide medical and/or human rights exemptions. Any request for an exemption will be reviewed on a case-by-case basis, as per our COVID-19 Vaccine Policy, and would be subject to the Town's accommodation process.

Application Deadline: Monday, February 13, 2023

Application Instructions: To be considered for this exciting opportunity, please apply through the Town of Whitby website; [Current Opportunities](#).