

# Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

## **The Corporation of the Municipality of Clarington Legislative Services Division requires a Health & Safety Associate**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The Corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

### **What the role entails**

Reporting to the Health and Safety Coordinator, the Health and Safety Associate is responsible for assisting with developing, implementing, and promoting the corporate health, safety, and wellness programs and strategies across all departments within the Municipality of Clarington to ensure the fostering of a healthy workplace, a strong safety culture and internal responsibility system, and ongoing compliance with applicable legislation and guidelines.

### **Responsibilities**

The following responsibilities and duties of this position include but are not limited to:

- Responsible to review and research legislative requirements for compliance under Occupational Health and Safety Act, Workplace Safety and Insurance Act, and First Aid Regulation.
- Providing support on all matters and inquiries pertaining to health and safety.
- Participating in site visits, inspections, and incident investigations as required.

- Acting as a backup point of contact for Ministry of Labour, Immigration, Training and Skills Development.
- Researching, creating, and updating corporate health & safety programs and associated training, including coordinating instruction, or personally facilitating staff training.
- Developing and maintaining health & safety orientation materials, including proof of learning, handouts, presentations, etc.
- Arranging and facilitating health & safety new hire orientations and ensuring that documentation of completion is tracked accordingly.
- Assisting with arranging mental health & wellness initiatives for various departments.
- Assisting in incident tracking, trending, and as needed, helping to investigate and follow up on completion of corrective measures.
- Receiving incident reports and determining next steps, including initial WSIB reporting.
- Helping to build a strong Internal Responsibility System, where everyone has direct responsibility for health and safety as an essential part of their job.
- Assisting in preparation for JHSC meetings (creating agendas, preparing packages, etc.), as well as attending meetings and records meeting minutes.
- Supporting health & safety communications and awareness campaigns and help to maintain health & safety bulletin boards.

## **Qualifications**

- Post-secondary diploma in Occupational Health & Safety, Occupational Hygiene, Human Resources, or related field/discipline.
- Canadian Registered Safety Professional/Technician (CRSP/CRST) designation or in the process of obtaining.
- Minimum of 1-3 years of health & safety related experience in a unionized environment.
- Must possess current and valid JHSC Part 1 and 2 Certification.
- Experience working with the Health and Safety Excellence Program would be an asset.
- LEAN Continuous Improvement certification would be an asset.
- Working knowledge of applicable legislation, regulations, standards; including the Occupational Health & Safety Act, First Aid Regulation, Workplace Safety and Insurance Act, Ontario Human Rights Code, Employment Standards Act, and WHMIS.
- Excellent attention to detail and accuracy.
- Maintains the highest degree of integrity, honesty, fairness, and confidentiality.
- Strong interpersonal, communication, analytical, oral, and written communication skills, including presentation skills.
- Excellent planning and organization skills with an ability to handle multiple competing projects and tight deadlines.
- Excellent problem solving and the ability to utilize critical thinking.
- Excellent research skills with the ability to deliver findings and recommendations.
- Advanced user of Microsoft applications and able to adapt to new technologies.
- Proven ability to function and contribute as an effective team member and to work independently.
- Ability to travel occasionally to various work locations in a timely and efficient manner.
- Must be able to legally work in Canada.

## What we offer you

- Salary: \$72,233 - \$87,802 Code 4 of the 2023 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

## Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must confirm access to reliable transportation and provide, at their own expense, the following:

- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## How to apply

To view the details of this position, and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). Applications will be accepted until **June 13, 2023, at 4:00 p.m.**

This job competition number is **File # 84-23**.

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.