

Non-Union

Job Title:	Corporate Health and Safety Advisor	# Required:	1
Job Opening Id:	43024	Division:	Human Resources
Business Unit:	Corporate Administration	Standard Hours:	35.00 / week
Location:	Headquarters Campbell West	Regular/Temporary:	Regular
Full/Part Time:	Full-Time	Salary Range:	\$ 75,820.00 - \$ 89,200.00
Salary Grade:	4	Close Date:	2025-08-06
Post Date:	2025-07-24		

IMPORTANT NOTICES AND AMENDMENTS

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, Diversity, Equity and Inclusion - Niagara Region, Ontario or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, Working at Niagara Region - Niagara Region, Ontario.

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

JOB DESCRIPTION

Job Summary

Reporting to the Health & Safety Program Manager, the Corporate Health & Safety Advisor is responsible providing advice and assistance to all employees that promotes safe and healthy work practices and a comprehensive understanding of the corporate health and safety policies, procedures and programs that ensure regulatory compliance with legislation, and contribute to promoting the corporate culture of safety and wellness. This position also acts as a key resource to: coordinate and facilitate health and safety training; provide support to leadership to address difficult health and safety matters; provide Joint Health and Safety Committee support; and act as the liaison for all occupational health and safety matters involving the Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

Education

- Post-secondary diploma, degree in Occupational Health & Safety or a related field.
- An equivalent combination of education, experience and qualifications may be considered.

Knowledge

- 5 years' experience or equivalent combination of education, training and experience implementing, monitoring and enforcing Health and Safety policies and programs, preferably in a multi-faceted, multi-union work environment with 24/7 operations.
- Experience in municipal/public sector, health care, or industrial operations is an asset.
- Health and Safety Certification/Designation, or eligible and able to obtain a recognized Health and Safety Certification/Designation within 18 months of commencing employment.
- Parts 1 and 2 of Joint Health & Safety Committee Certification training.
- Valid Standard First Aid and CPR Level A or C, and AED Certificate.
- Working knowledge of the Occupational Health & Safety Act, Human Rights Code, and associated regulations and the administration of collective agreements.
- Knowledge of the Workplace Safety and Insurance Act, MFIPPA, and other health & safety related legislation, regulations, standards and guidelines and related decisions.
- Canadian Registered Safety Professional (CRSP) is preferred.

Responsibilities

Provides health and safety guidance, assistance and advice to employees that promotes safe and healthy work practices and comprehensive understanding of the corporate health and safety policies, procedures and programs. (50% of time)

- Provides advice and counsel relating to corporate health and safety policies, procedures and programs, as well as other occupational health and safety topics and practices.
- Facilitates the implementation of Regional policies, procedures, and programs including governing all corporate-wide health and safety related matters, monitoring the application of the same and, where required, make recommendations for change
- Performs job hazard/job task analysis and ergonomic analysis to assist with identifying appropriate workplace accommodations.
- Participates in the development of health and safety training and communication materials that promote various health and safety practices and corporate programs aimed to meet the needs of the organization.
- Facilitates and/or coordinates health and safety training sessions.
- Advises on consistent application of policies and procedures to reduce liability/risks.
- Coordinates and/or performs environmental monitoring and safety audits, assisting in the inspection of new facilities prior to start-up.
- Acts as a resource in clarifying standards for external tradespersons and contractors.

Acts as the liaison for matters involving the Ministry of Labour Immigration, Training and Skills Development (MLITSD) and provides support to leadership in addressing difficult and/or complex health and safety matters. (20% of time)

- Acts as a liaison in conjunction with applicable management staff, with the Ministry of Labour, Immigration, Training and Skills Development and other agencies and officials for matters relating to occupational health and safety such as work refusals, accident investigations, field visits, facilitating the resolution of issues relating to MLITSD orders and fines.
- Assists leadership in carrying out complete and timely accident investigations, providing advice and making recommendations on the reduction of risk and incident re-occurrence.
- Provides advice to leadership on the implementation of Hazardous Materials Information System (WHMIS) program and in-house emergency procedures such as evacuation plans, prevention and management of violent behaviour, management of critical incidents, safe work plans, fire procedures and fire equipment protection and prevention.
- Investigates and evaluates hazards and concerns regarding working conditions, situations, equipment, materials and procedures, and recommends corrective measures and methods to eliminate or control hazards, prevent injuries, reduce costs and ensure compliance.
- Participates with Employee Relations in the resolution of matters dealing with occupational health and safety, such as the resolution of grievances and the development of collective agreement language.
- Provides advice to leadership to help anticipate potential future health and safety needs to proactively identify and implement mitigation programs and strategies.

Measures, monitors and reports on Corporate Health and Safety Performance, and makes recommendations for strategies to address health and safety concerns identified. (15% of time)

- Monitors corporate compliance with legislation and with health and safety policies, procedures and applications of programs,

identifies and documents and consults with clients to address non-conformance.

- Assist in establishing and monitoring health and safety key performance indicators, analyze trends, and provide regular status reports and recommendations to improve workplace health and safety including programming and training opportunities.
- Support the development of health and safety programming and training to address health and safety concerns identified.
- Reviews Accident Reports, Near-Miss reports, Workplace Inspections and Joint Health and Safety Committee meeting minutes to stay apprised and up to date on health and safety issues impacting the corporation.
- Reports on health and safety issues and trends, benchmarks, and key performance indicators.
- Assists in preparing and communicating regular health and safety data reporting to the corporation to help promote the corporate health and safety culture.
- Keeps current on changes to legislation to help ensure corporate compliance.

Supports and coordinates the functioning of the corporation's Joint Health and Safety committees (JHSC) and the support and development of the Health and Safety Representatives (H&S Reps). (15% of time)

- Monitors and facilitates the effective functioning of the corporation's Joint Health and Safety Committees and Health and Safety Representatives.
- Provides information to JHSCs and H&S Reps relating to health and safety policies, procedures, and programs.
- Acts as a resource for the JHSCs to support with developing and maintaining the Terms of Reference, promoting and monitoring membership and liaising as required with the Ministry of Labour, Immigration, Training and Skills Development.
- Assists in providing and coordinating training and development of JHSC members and H&S Reps.
- Attends meetings as required.

Performs other related duties and responsibilities as assigned or required.

Special Requirements

- Obtain and maintain certifications as it relates to job duties and functions.
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.
- May be required to respond to emergency situations outside of regular work hours.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- May be required to support emergency operations under the incident management structure, at the direction of the Emergency Operations Centre Director.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

HOW TO APPLY

To view the full job description and requirements, visit our Careers page - **Job Opening # 43024**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges...today!

Let us know why you would be an excellent team member by submitting your online application **no later than August 6, 2025, before midnight** by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Application Link: <https://www.niagararegion.ca/government/hr/careers/default.aspx>

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON, L2V 4T7 – Human Resources Department