

# JOIN OUR TEAM!



## THE ROLE

### Health & Safety Representative

This is a **permanent full-time** role at Haldimand County, with an annual compensation range of **\$73,164 - \$89,016**.

## THE OPPORTUNITY

This is an excellent opportunity for you to take a leadership role in creating and maintaining a safe, healthy, and supportive workplace for all employees. You will serve as the primary resource for providing health and safety expertise, ensuring compliance with legislation, guiding Joint Health and Safety Committees, and developing initiatives that promote employee well-being.

In this position, you will make a meaningful impact by shaping policies, delivering training, conducting investigations, and fostering a culture where safety and wellness are a top priority. If you have a strong commitment to occupational health and safety, we want to hear from you!

## THE PERKS

- Hybrid Work Options
- EFAP Program
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- 3 Weeks Starting Vacation
- Health Benefits



- Community College Diploma/ Equivalent



- Prior current related work experience.



- Reasoning
- Initiative
- Collaborative Skills

## THE COUNTY

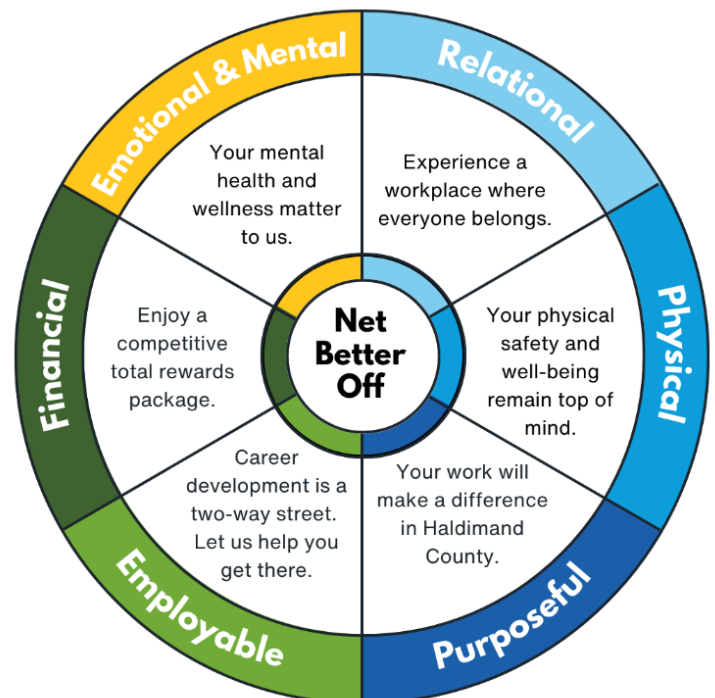
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **August 21, 2025, at 4:30 p.m.** Visit our careers page for more opportunities.



## **JOB DESCRIPTION**

### **Health & Safety Representative, Human Resources**

<b>POSTING #:</b> NU-2025-41  <b>POSTING PERIOD:</b> August 8 – 21, 2025	<b>Employer Group:</b> Non-Union  <b>Reporting To:</b> Supervisor, Employee Wellness & Development
<b>Grade:</b> 8  <b>Wage Range Annually:</b> \$73,164 - \$89,016	<b>Position Status:</b> Permanent Full Time  <b>Hours Worked Per Week:</b> 35  <b>Location:</b> Haldimand County Administration Building

### **CORE COMPETENCIES:**

Reasoning | Initiative | Collaborative Skills

### **POSITION SUMMARY:**

Develop, implement and monitor, County programs and procedures related to the Occupational Health and Safety Act (OHSA), Workplace Safety Insurance Act (WSIA) and related legislation and regulations. Coordinate corporate wellness initiatives to promote corporate healthy lifestyles, and work with the corporate's Joint Health and Safety Committee(s) as the subject matter expert for employees, supervisors, managers and union representatives as it relates to health and safety issues, accidents/incidents or inquiries.

### **QUALIFICATIONS, KNOWLEDGE & SKILLS**

#### **Education**

- Community College Diploma relative to the area of responsibility, completed within more than two academic years.

#### **Experience**

- Prior current related experience, preferably linked to occupational health and safety.

#### **Knowledge/Skills**

- Knowledge of the OHSA, WSIA, *Ontario Human Rights Code* (OHRC) and collective agreements as well as related legislation, regulations, policies, programs and practices.
- Basic understanding of financial principles and practices to administer WSIB claims.
- Basic understanding of municipal government, its operations and services.
- Valid Ontario Driver's License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, and decisions are reached.
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major functions.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional work with confidential information.
- Proven ability to make responsible purchases.
- Demonstrated analytical and problem-solving skills involving regular ingenuity, and development of complex, new, and improved methods, procedures, systems, etc.

- Demonstrated capability to act as a leader within a functional area, including providing advice and training.
- Organizational skills with considerable attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building, and team spirit.
- Technology Aptitude:
  - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
  - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

## **RESPONSIBILITIES**

The incumbent is expected to but not limited to:

### **Corporate**

- Research, develop, maintain and administer the Health and Safety Programs, Policies, and procedures that foster a safe and healthy work environment, in collaboration with Health and Safety Committees.

### **People**

- Provide advice and guidance regarding the OHSA, WSIA and other applicable acts, regulations and standards to ensure compliance and foster a safe and healthy work environment for all staff.
- Conduct Health & Safety new hire orientations.

### **Timeline**

- Prepare reports for the Ministry of Labour and Workplace Safety and Insurance Board within legislative timelines for workplace accidents, critical injuries and occupational illnesses including outbreaks and presumptive legislation.
- Provide notice to the JHSC regarding major accidents/illnesses.

### **Money/Asset**

- Provide input to the development of the Division budget; monitor expenditures of assigned accounts.

### **Functional**

- Occupational Illness/ Injury Management: Investigation, Reporting, WSIB, Accommodation, Ergonomic Assessments:
  - Assist with the administration of Workplace Safety Insurance Board (WSIB) Schedule 2 claims management process.
  - Maintain accurate records, including discussions/documentation and tracking of claims costs related to claims.
  - Provide backup to the Employee Wellness Representative in responding to incidents, accidents and preparing return to work plans and modified work arrangements.
- Training & Development:
  - Develop and deliver training, advisories, brochures and other material to staff and supervisors related to health and safety and within scope of practice.
  - Collect information, monitor and conduct audits of the health and safety, emergency protocols, and training programs to assess program effectiveness and monitor trends
  - Disseminate Occupational Health and Safety Information, including meeting minutes, workplace inspection reports, and develop/maintain electronic and hard copy health and safety posting boards/intranet site Conduct ergonomic assessments where required.
- Joint Health & Safety Committees:
  - Act as a resource to all staff including coordination and functional guidance of the County Joint Health & Safety Committees.

- Legislative Compliance:
  - Act as a subject matter expert and resource or participate in accident investigations, audits, risk and hazard assessments to ensure adequate controls are in place, recommend corrective measures, safety devices and follow up.
  - Maintain, analyze and prepare reports on data trends, statistical, medical and financial information related to Supervisor inspections, Joint Health and Safety Workplace inspections, documented accidents/incidents, claims experience and other information as required.
  - Liaise with the Ministry of Labour and the Workplace Safety and Insurance Board, as necessary.
  - Prepare and update Physical Demands Analysis (PDAs) and/or Cognitive Demands Analysis (CDAs), for managers' approval.
  - Administer and maintain personal protective equipment inventory to reduce the risk and ensure compliance with legislation.
  - Maintain a WHMIS Program, including a current SDS database and staff training.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

### **POSITION REQUIREMENT(S):**

A Current (within the past 6 months) Police Check	OPP LE 219 or Equivalent
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### **WORKING CONDITION(S):**

- Regular Business Hours: 8:30am-4:30pm, Monday to Friday
- Extended Business Hours: Fire JHSC in the evenings (quarterly), student/ fire training weekends and after hours.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

*County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.*

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.