



Health and Safety Officer

The City of Orillia is hiring a **Health and Safety Officer**

City of Orillia is less than 90 minutes from the Greater Toronto Area. Even though growth and progress have been strong in recent years, the Sunshine City has worked hard to retain the small-town charm that has captivated generations. The quality of life is unbeatable in this city surrounded by two lakes, where outdoor pursuits are available in all seasons and are enjoyed by both visitors and residents.

The City of Orillia is seeking a highly motivated individual to fill the position of **Health and Safety Officer**.

Reporting to the Director of Human Resources, the Health and Safety Officer is responsible to research, interpret and apply legislation and policies to ensure compliance with relevant regulations as it applies in order to minimize risk exposure for the corporation. Propose new policies and/or policy amendments to ensure compliance with all applicable regulations. Responsible for the management of all WSIB claims. Supervise and manage School Crossing Guards.

Candidates must possess a post-secondary degree/diploma in Occupational Health & Safety, Health Sciences, Human Resources or a related field, as well as possess the Canadian Registered Safety Profession (CRSP) certification or willingness and ability to obtain.

The City of Orillia offers a competitive salary, a comprehensive benefits package, and registration with the OMERS pension plan. The salary for this position is \$90,879 to \$106,316 based on a 35-hour work week.

Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **October 17, 2025 at noon**.

Applications will only be accepted by applying online. careers.orillia.ca.

We thank all applicants, however, only those selected for an interview will be contacted.

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate

selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.

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Position Synopsis and Purpose

Reporting to the Director of Human Resources, the Health and Safety Officer is responsible to research, interpret and apply legislation and policies to ensure compliance with relevant regulations as it applies in order to minimize risk exposure for the corporation. Propose new policies and/or policy amendments to ensure compliance with all applicable regulations. Responsible for the management of all WSIB claims. Supervise and manage School Crossing Guards.



Major Responsibilities

Description	Approx. Time Spent (%)
Programs/Service Delivery <ul style="list-style-type: none"> Coordinate and deliver occupational health and safety and injury prevention training to ensure compliance with relevant legislation, regulations, new and existing corporate policies and procedures in order to reduce related risks and with the goal to achieve zero accidents/injuries. Assist with auditing hazards, reviewing operations and investigating all injuries, accidents and near misses; make recommendations for corrective actions to help protect workers from potentially hazardous work methods, processes, or materials. Conduct, or arrange for, ergonomic assessments of work areas and tasks with the potential to cause repetitive strain injuries. Assist Managers with developing suitable modified work plans for employees with temporary or permanent disabilities. Enter all training records into the Human Resources Information System database so that they may be retrieved when required. Ensure regular workplace inspections are conducted of all City facilities in order to confirm compliance with safety standards and government regulations. 	40%
Policies and Administration <ul style="list-style-type: none"> Responsible for reporting all accidents to WSIB and reporting to the Ministry of Labour if a critical injury or occupational illness occurs. 	

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<ul style="list-style-type: none"> ▪ Track and monitor all WSIB claims. Liaise with WSIB, injured worker and supervisors to coordinate Early and Safe Return to Work Program. ▪ Prepare monthly accident statistics data and report to Management and the Joint Health and Safety Committees. ▪ Act as Facilitator and participate as a technical resource member of all Joint Health and Safety Committees (JHSC's) to ensure compliance with legislation and consistency in application. ▪ Develop a health and safety training plan that includes health and safety orientation for new employees based on hazard assessments and in consultation with managers. 	40%
Human Resources <ul style="list-style-type: none"> ▪ Administer the School Crossing Guard program annual operating budget including monitoring and controlling expenditures. ▪ Manage the recruitment and selection process for school Crossing Guards including the development of job descriptions, publishing of job postings, resume review, conducting interviews, candidate selection and orientation. ▪ Required to act as a Substitute Crossing Guard when needed. 	20%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence

1. Examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.

- Determination of critical health and safety issues that need to be discussed by the City's joint Health and Safety Committees.
- Administering the School Crossing Guard program and acting as a Crossing Guard when required.
- Managing the WSIB program for the Corporation.

2. Examples of situations or problems that are referred to the supervisor for direction or resolution.

- Issues pertaining to union collective agreements.
- Budget determination, allocation and monitoring.



Minimum Qualifications

Education (degree/diploma/certifications)

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- Post-secondary Degree/Diploma in Occupational Health & Safety, Health Sciences, Human Resources or related field.

Experience

- Minimum three years' experience in a unionized, municipal environment.

Knowledge/Skills/Ability

- Canadian Registered Safety Profession (CRSP) certification or willingness and ability to obtain.
- Possess valid Joint Health and Safety Committee certification.
- Excellent computer skills using MS Office applications, including Share Point, Word, Excel, Outlook, Great Plains.
- Strong working knowledge of applicable legislation (Occupational Health & Safety Act, WHMIS, WSIA, Employment Standards Act).
- Excellent organization, judgment, initiative, and interpersonal skills.
- An ability to work independently with minimal supervision.
- Strong leadership, communication, facilitation, and management skills.

Physical Demands

- Sitting, standing, or walking. Work is conducted in a standard office environment with continual visual concentration required.
- Occasional site visits requiring personal protective equipment in all weather.
- Ability to act as a back-up Crossing Guard when required which includes meeting the physical demands of the position.

Position Requirements

- Valid Class 'G' Ontario Driver's License and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required prior to the employment commencement date.
- Attendance at meetings, seminars and conferences as required.
- Must have a high-speed internet connection and a proper workstation at a home location to enable remote work.



Preferred Qualifications

Education (degree/diploma/certifications - in addition to the above)

- Post-secondary Degree/Diploma in Occupational Health & Safety, Health Sciences, Human Resources or related field.
- Canadian Registered Safety Profession (CRSP) certification or willingness and ability to obtain.



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- Possess valid Joint Health and Safety Committee certification.

Experience (in addition to the above)

- Knowledge of health and safety legislation.
- Knowledge of WSIB claims processing.

Knowledge/Skills/Ability (in addition to the above)

- Report writing and presentation skills.
- Facilitation and consultation skills.
- Provide training to employees.



Position Classification

Position Title: Health and Safety Officer	Division: Human Resources
Department: Corporate Services	Classification: Exempt (non-union)
Work Location: Orillia City Centre	Reports to (Direct): Director of Human Resources
Position(s) Supervised Directly: School Crossing Guards	Position(s) Supervised Indirectly: N/A
Effective Date: September 25, 2025	Revision Date:
Salary Range: Category 6 - Exempt Salary Schedule	Hours per Week: 35



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Organizational Chart

Below is the reporting relationship of this position to others within the immediate department.

Immediate Supervisor:
Director of Human Resources

Position:
Health and Safety Officer

Position:
Crossing Guards (PT)

Created: September 25, 2025