



Experience it – Ajax!

The Town of Ajax, situated on the northern shore of Lake Ontario, is an innovative municipal sector leader that provides a variety of services to one of the fastest growing communities in Ontario. With over 130,000 residents, Ajax's rich heritage and culturally diverse community make it a great place to work and live.

Occupational Health and Safety Specialist

Reporting to the Senior Health Wellness and Learning Advisor the Occupational Health & Safety Specialist is accountable for co-ordinating and developing all aspects of the Corporation's occupational health and safety management system including health & safety programs, policies and procedures. Management and administration of assigned WSIB/Sick Leave, stay at work and early and safe return to work for non-complex cases.

The Occupational Health & Safety Specialist serves as the organization's subject matter expert for all aspects related to occupational health and safety. Assume responsibility for the provision of technical advice for all departments to support staff at all levels, including in the interpretation of related health and safety legal requirements.

Key Duties

- Develops and leads the implementation of corporate health and safety program, policies and strategies with a focus on injury and illness prevention;
- Monitors changes to health and safety related legislation in conjunction with the Senior Health Wellness and Learning Advisor and provides impacts of the legislative changes;
- Prepare a Corporate Health and Safety Action Plan annually to identify and recommend improvement initiatives for the Town for review and approval;
- Works with departments and Ministry of Labour, Training and Skills Development in the event of Orders, critical injuries, incident investigations, work refusals, reports of worker complaints and the like. Liaise with regulatory officials to ensure supporting documentation is accurate and submitted within required timelines;
- Coordinates and conducts internal workplace health and safety program audits;
- Oversees the activities and compliance of the Town's Joint Health & Safety Committees;
- Plans, designs and delivers H&S training and ensures records are accurately maintained, current and readily accessible. Works with departments to identify training gaps;
- Proactively completes job hazard analysis/hazardous task analysis in collaboration with department management and staff members as required;
- Coordinate and implement annual onsite clinics such as flu-shot clinic;
- Acts as the primary contact with WSIB and internal workplace parties for assigned WSIB/Sick Leave cases, stay at work and early and safe return to work for non-complex absences. In addition, assist departments with stay at work and early and safe return to work coordination;
- Tracks and monitors absences due to occupational and non-occupational injury/illness that require early and safe return to work coordination.

Qualifications/Skills

- College Diploma in Occupational Health and Safety or related University degree with Occupational Health and Safety certification;
- Minimum 5 years progressively responsible experience in health & Safety, WSIB/Sick Leave administration or a combination of training, education and experience deemed equivalent;
- Experience in a unionized and municipal environment;
- Completion of Canadian Registered Safety Professional (CRSP) or Certified Health & Safety Consultant (CHSC);



- Knowledgeable in applicable legislation, regulations and standards (e.g. Occupational Health and Safety Act, Industrial Regulations, Construction Regulations WSIA/WSIB Operational Policies, Employment Standards Act, CSA, ISO, etc.);
- Valid Class "G" Ontario driver's license with a clear driver's abstract and access to a vehicle to respond to emergency situations (mileage reimbursement will be provided);
- Proficient in Microsoft Office (Word, Excel, PowerPoint);
- Excellent communication and presentation skills (both written and oral);
- Excellent interpersonal skills and strong team player;
- Excellent time management and project management skills and ability to handle concurrent projects;
- Strong critical thinking and logical thinking/reasoning;
- Ability to provide a current Criminal Reference Check that is satisfactory to the Town of Ajax upon hire.

What is Offered to Staff

- Compensation: We offer competitive pay that reflects the responsibilities of the position.
- Hours of Work: This is a non-union position that works 35 hours per week. The hours of work are Monday to Friday from 8:30 a.m. - 4:30 p.m. This position will be required to be "on call" to respond to emergency situations beyond the regular hours of work and on weekends
- Benefits: The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre Combo Membership; plus a defined benefits pension (OMERS pension).
- Hybrid Work Program: The Town offers a Hybrid Work Program. A flexible work arrangement, including the option to work from home some or a majority of the time, is currently a possibility with this position, and can be discussed during the interview process.

How to Apply

If this opportunity matches your interest and experience, visit www.ajax.ca/careers to view this exciting opportunity and apply by **December 17, 2025**.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

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Equal Opportunity Employer

The Town of Ajax is committed to employment equity and building a workplace where all employees feel valued, respected and supported. We welcome applications from candidates of all backgrounds, especially those who have been historically excluded, including Black and Indigenous people, racialized communities, disabled persons, 2SLGBTQIA+ individuals, and others facing systemic inequities. If selected for an interview, you will be provided with an opportunity to indicate your access needs. We are committed to ensuring an accessible and respectful hiring process.