



## Health & Safety Coordinator

**Department and Commission:** People Services, Office of the Chief Administrative Officer

**Employment Type:** Regular Full Time

**Salary Range:** \$76,489 to \$92,677

**Affiliation:** Non-Union

**Vacancy Type:** Replacement

**Posting Date:** June 18, 2026

**Application Deadline:** July 9, 2026

### About the City of Markham

The City of Markham is consistently ranked among Canada's top municipal employers. In 2026, the City received its sixth consecutive Canada's Best Employers recognition from Forbes and Statista Inc., placing third among municipalities and 15th overall in Government Services. An award-winning municipality, Markham is recognized for its leadership in sustainability, innovative urban planning, and strong fiscal management. Serving a diverse and growing community of more than 370,000 residents, Markham combines rich heritage with a vibrant local economy and offers employees the opportunity to contribute to meaningful, impactful work that helps strengthen the community we serve.

Join us and make a lasting difference!

### Job Summary

The Health & Safety Coordinator is responsible for supporting the development, implementation, and continuous improvement of the City's occupational health and safety programs and systems.

This role provides support to ensure compliance with applicable health and safety legislation, while advancing a proactive safety culture focused on prevention, risk reduction, and employee well-being.

Working in a complex, multi-site, project-driven, and unionized environment, the Coordinator partners with the People Services team, City leaders, Employees, multiple Joint Health & Safety Committees, contractors, and external stakeholders to drive effective safety practices, manage workplace incidents and claims, and deliver impactful training and programs across the organization.



## Key Duties and Responsibilities

### Health & Safety Compliance

- Support the development, implementation, review, and continuous improvement of the City's health and safety programs, policies, procedures, standards, and safe work practices.
- Contribute to the evolution of the City's health and safety management system and overall safety strategy.
- Ensure organizational compliance with the Occupational Health and Safety Act (OHSA), Workplace Safety and Insurance Act (WSIA), and related legislation.
- Coordinate and support health and safety programs, including workplace inspections, hazard assessments, contractor safety, confined space entry, workplace violence prevention, and first aid compliance.
- Conduct compliance audits and gap assessments to ensure adherence to OHSA, applicable regulations, standards, and corporate requirements.
- Monitor legislative changes, emerging trends, and best practices, recommending program enhancements to maintain compliance and support continuous improvement.

### Risk Management & Incident Prevention (Operational)

- Conduct workplace inspections, audits, hazard assessments, and job hazard analyses across municipal facilities, operational worksites, and active project/construction sites.
- Lead or support incident, injury, and near-miss investigations, including root-cause analysis and corrective action implementation.
- Where needed, support leadership to verify contractor compliance with municipal safety expectations, project-specific requirements, and regulatory obligations
- Coordinate occupational hygiene and exposure monitoring initiatives (noise, chemical, biological, ergonomic, indoor air quality).
- Support emergency preparedness planning, drills, and response activities.
- Provide advice to leaders, project managers, and employees on hazard identification, risk mitigation, and safe work procedures.

### Training, Education & Culture

- Identify legislated training requirements and support organization-wide compliance with mandatory training programs.
- Develop, coordinate, and deliver health and safety training programs, including orientations, project-site safety briefings, and instructor-led sessions.



- Promote a culture of safety through engagement, communication, and awareness initiatives.
- Support continuous improvement of learning systems and training compliance tracking.

### **Committees & Stakeholder Collaboration**

- Provide leadership and coordination support to multiple Joint Health & Safety Committees (JHSCs), including inspections, meetings, and follow-up actions.
- Act as a technical resource to JHSCs and departmental leaders regarding legislative requirements and health and safety best practices.
- Support departmental leaders in meeting their due diligence and health and safety responsibilities.
- Build effective relationships with employees, unions, supervisors, contractors, and external partners.

### **Wellness & Organizational Support**

- Support programs related to psychological health and safety, workplace violence and harassment prevention, and employee wellness.

### **Reporting & Analytics**

- Maintain safety data, documentation, and records required to demonstrate legislative compliance and due diligence.
- Track and report on leading and lagging health and safety performance indicators.
- Monitor compliance trends and prepare recommendations to improve organizational performance.
- Prepare reports, dashboards, and analysis to support decision-making and continuous improvement.

### **WSIB & Disability Management**

- Support the People Services team and the Occupational Health & Safety Nurse to coordinate WSIB claims management, including reporting, documentation, and case management.
- Support the People Services team and the Occupational Health & Safety Nurse to facilitate return-to-work and modified-duty planning in collaboration with key stakeholders.
- Analyze and report back findings to the People Services Team and the Occupational Health & Safety Nurse the WSIB trends and performance metrics to identify opportunities for prevention and improvement.



## Qualifications

- Minimum 5 years of progressive experience in occupational health and safety.
- Experience in a municipal, public-sector, construction, or unionized broader public-sector environment is strongly preferred.
- Demonstrated experience in:
  - Leading inspections, audits, and investigations
  - Supporting or advising multi-site Joint Health & Safety Committees
  - Developing and delivering health and safety training programs
  - WSIB claims management and return-to-work coordination
  - Supporting safety on construction or capital project sites
- Strong experience applying Ontario health and safety legislation in a complex environment.
- Strong working knowledge of:
  - OHSA and applicable regulations
  - WSIA and return-to-work practices
  - Workplace violence and harassment legislation
  - Human Rights Code and duty to accommodate
- Ability to translate legislation into practical, operational solutions.
- Strong communication, facilitation, and relationship-building skills.
- Proven ability to influence and support leaders and employees in a unionized setting.
- Strong analytical and problem-solving capabilities.
- Valid Ontario Class “G” Driver’s License with the ability to travel to multiple sites.
- Standard First Aid and CPR Level C.

## Core Behaviours

**Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.

**Change & Innovation:** Responds positively and professionally to change and helps others through change.

**Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.

**Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.

**Accountable & Results Oriented:** Demonstrates ethical behaviour and accountability, aligns with City values, and abides by relevant policies and legislation.



**Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example.

### **Core Values**

At the City of Markham, our work is guided by a shared set of core values that shape how we serve our community and support one another.

**Service Excellence:** the consistent delivery of high-quality efficient and customer-centric service that exceeds expectations.

**Accountability:** our obligation to be responsible and accountable for our actions, decisions and performance.

**People-Focused:** putting people first.

**Trust:** the confidence we place in each other to act with integrity and fairness.

**Innovation:** Investing in each other and the way we deliver our programs and services.

We are looking for candidates who bring these values to life through their actions, decisions, and leadership approach.

### **Working Conditions**

Combination of office and field-based work across municipal, operational, and construction project sites.

Exposure to diverse environments (office, construction, maintenance, recreation, utilities, and public spaces).

Occasional after-hours and weekend support is required.

### **Conditions of Employment**

Satisfactory completion of a Criminal Record and Judicial Matters Check, in a form acceptable to and approved by the City.

### **AI Disclosure**

At the City of Markham, we value transparency and fairness in recruitment. While our system (ADP Workforce Now) includes AI-powered features, we do not use AI to screen, assess, or select applicants. All evaluations are conducted by people.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require



accommodation and we will work with you to ensure a barrier free hiring process.

Please respect our scent free area by not wearing scented products when visiting the office.