The Team you are Joining – Who We Are:

The Halton Regional Police Service contributes to the safety and well being of more than 620,000 residents in Halton Region which includes the Towns of Milton, Halton Hills and Oakville, and the City of Burlington. It is our continual pursuit of excellence that keeps Halton at the forefront of policing and as a leader in the public safety arena. Through upstream approaches, partner collaboration, training, community engagement and a strong focus on inclusion and diversity, we have been able to maintain Halton's status as the safest Canadian municipality with a population of 100,000 or more. This is exemplified through deep collaboration between our growing team of over 1,100 members and our residents, businesses, non-profit organizations, and municipal governments.

About the Role – How you will Contribute to the Service:

Position Title: Occupational Health and Safety Specialist
Employment Type: Full-time

The Human Resources Services Abilities Management Team is seeking a dedicated and forward-thinking **Occupational Health and Safety Professional** to join our team and play a pivotal role in advancing a culture of health, safety, accessibility, inclusion, and belonging at the Halton Regional Police Service (HRPS).

This is an exciting opportunity to make a meaningful impact across our organization. As the Occupational Health and Safety Specialist, you will coordinate and support the HRPS Occupational Health and Safety Program, providing specialized expertise, advice, and guidance on occupational health and safety, environmental and accessibility requirements, legislation, regulations, and directives. You will serve as a trusted resource to leaders and employees, supporting organizational compliance while bringing specialized knowledge in areas such as ergonomics, environmental compliance, and workplace health and safety.

As a key stakeholder and strategic partner, you will provide consultation and expert advice to all levels of management and staff on disability management and workplace health and safety matters. You will also play an important role in advancing the newly developed strategic plan for the abilities management portfolio, helping to strengthen processes, programs, and practices through an employee-centred approach that supports positive and sustainable workplace experiences.

If you are passionate about creating safer, healthier, and more inclusive workplaces and are energized by the opportunity to influence meaningful organizational change, this is your opportunity to make a difference. Bring your expertise, compassion, and commitment to HRPS and help us foster a culture where **people feel supported, valued, respected, and safe — every member, every day.**

Join the HRPS team and help shape the future of workplace health, safety, accessibility, and employee well-being.

Here is what up will get to do:

- Develop, recommend, implement and monitor occupational health and safety programs, including Industrial Hygiene, Fire Safety, Communicable Disease, Respirator, First Aid, WHMIS, hearing conservation, designated substances and other applicable health and safety programs.
- Provide advice and guidance to management, supervisors, employees and the Joint Health and Safety Committee regarding occupational health and safety legislation, regulations, standards, directives and best practices.
- Conduct and/or coordinate workplace inspections, audits, risk assessments, ergonomic assessments and physical demands assessments; identify hazards and recommend appropriate controls, preventative measures, equipment, modifications and accommodations.
- Support WSIB claims administration by working closely with designated third-party provider(s), employees, managers, and Payroll.
- Review and follow up on workplace injury and illness reports, designated officer reports, work refusals and stoppages, critical injuries and other health and safety incidents; investigate and recommend corrective and preventative measures.
- Investigate and coordinate Workplace Safety and Insurance Board (WSIB) claims and analyze injury and incident trends to identify opportunities for prevention and program improvement.
- Develop, deliver and monitor occupational health and safety training, identify training requirements and compliance gaps, and provide training related to applicable legislation, workplace hazards, emergency procedures and OHS programs.
- Coordinate accessibility, workplace accommodation and return-to-work/reintegration activities, including identifying barriers, reviewing functional restrictions and medical information, and recommending appropriate workplace modifications and accommodations.
- Coordinate medical surveillance activities, including the review, maintenance and communication of applicable hearing, blood testing and other occupational health surveillance information.
- Coordinate environmental health and safety requirements relating to hazardous materials, designated substances and hazardous waste, including appropriate handling, disposal and regulatory requirements.
- Maintain current knowledge of legislative and regulatory requirements and act as a liaison with regulatory and external agencies, including the Ministry of Labour, Ministry of the Environment, Fire Prevention Officers, Public Health, consultants, vendors and other organizations
- Coordinate occupational health and safety-related purchasing and vendor activities, including PPE, testing services, hazardous-waste services and other OHS-related goods and services; assist with forecasting and monitoring OHS expenditures and initiatives
- Prepare reports, recommendations and other documentation for senior management, the Joint Health and Safety Committee, Training Bureau, Police Services Board and other stakeholders; monitor corrective actions and program effectiveness.
- Other related duties as assigned.

Qualifications and Experience

- Minimum **of** three (3) years of progressive experience in health and safety, with demonstrated knowledge of applicable health and safety legislation and regulations, including the Occupational Health and Safety Act (OHSA) **and** Workplace Hazardous Materials Information System (WHMIS)**.**
- Joint Health and Safety Committee (JHSC) Certified Member certification an asset.

- Experience developing, implementing, and maintaining workplace health and safety programs, including experience working with Joint Health and Safety Committees (JHSCs)**.**
- Experience conducting workplace inspections, audits, incident investigations, and risk assessments**.**
- Strong knowledge of the OHSA, Ministry of Labour requirements**,** Accessibility for Ontarians with Disabilities Act (AODA)**,** Workplace Safety and Insurance Board (WSIB) legislation, policies, and practices, and other applicable legislation and regulations.
- Progressive experience managing absence and disability claims and return-to-work processes**,** preferably within a unionized environment, with demonstrated knowledge of WSIB policies and practices and applicable human rights legislation**.**
- Knowledge and experience applying return-to-work principles, workplace accommodation practices, and disability management processes.
- Knowledge of WHMIS and Lockout/Tagout (LOTO) procedures.
- Experience coordinating health and safety training and maintaining legislatively required records and documentation.
- Strong communication, organizational, analytical, and Microsoft Office skills, with the ability to effectively communicate health and safety requirements to employees, leaders, and other stakeholders.
- Experience working in a public sector, municipal, policing, or government environment is considered an asset.
- Certified Disability Management Professional (CDMP) designation is considered an asset.

Education

- Minimum 3 year college diploma in a related field, plus Canadian Registered Safety Professional (CRSP) designation.
- Associate Ergonomist or Certified Canadian Professional is considered an asset.

An equivalent combination of education and/or experience may be considered. **Note:** The successful applicant will need to pass a background check to the satisfaction of the Service which will include reference checks with previous employers, verification of educational achievements, and a criminal background screen.

What We Offer:

We offer the opportunity to join a progressive work environment with a leading police service. Our Service is committed to the values of Trust and Respect, Integrity, Accountability, Excellence, Teamwork and Justice. We provide our employees with a competitive salary and benefits package which includes but is not limited to comprehensive healthcare benefits, training and development opportunities, paid leave, onsite fitness opportunities, access to wellness resources and participation in a defined benefit pension plan – Ontario Municipal Employee Retirement System (O.M.E.R.S.).

This position is based at our Oakville headquarters, located at the QEW and North Service Road West. A hybrid work arrangement may be considered upon successful completion of the 6-month probationary period

Salary Range: $106, 383 to **$118,203** per **annum (Effective July 1, 2026)**

How to be Considered for This Exciting Opportunity:

Please apply online with a resume and a detailed letter outlining your experience and skills and how they relate to this role with the Service. All applications must be submitted to the Service's on-line system to be considered for this vacancy, quoting **Competition 68-C-26A By October 29, 2026**.

***Various skills assessments may be administered as part of the selection criteria.*

Internal applicants will be given first consideration for this position. The Corporation reserves the right to review and evaluate qualified internal candidates before considering external applicants. External candidates may be reviewed only if no suitable internal candidate is identified. We do not use artificial intelligence (AI) tools to screen, assess, rank, or select candidates at any stage of our recruitment or hiring process. All applications and candidate evaluations are reviewed directly by our staffing team.

The Halton Regional Police Service strives to be an accessible and inclusive organization. We are committed to fairness and equity in employment and our recruitment and selection practices. We encourage and welcome applications from all who may contribute to the further diversification of our organization. Should you require an accommodation under the Ontario Human Rights Code *(OHRC) and/or the* Accessibility for Ontarians with Disabilities Act *(AODA) during any stage of the recruitment process, we will work with you to remove any barriers. Please do not hesitate to let us know by contacting us for assistance at civilianrecruiting@haltonpolice.ca.*

We thank all applicants for their interest in joining our organization. Only those who are selected to advance through the recruitment process will be contacted by our team.