

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Health and Safety Coordinator
Term: One (1) Year Contract
Department: Human Resources
Division: Administration
Salary: \$30.00-\$35.00/hr
Hours: 35 hours per week, Monday to Friday, 8:30 a.m. to 4:30 p.m. flexible evenings, weekends, holidays

Posting Date: September 24, 2026

Closing Date: October 8, 2026 at 4:30p.m.

JOB SUMMARY:

Under the direction of the Human Resources Manager, the Health and Safety Coordinator is responsible for developing, coordinating, and maintaining the occupational health and safety program for Oneida Nation of the Thames as a federally regulated workplace. The Coordinator ensures the organization meets its obligations under the Canada Labour Code (Part II) and the Canada Occupational Health and Safety Regulations, while fostering a proactive safety culture across all departments and worksites.

The Coordinator serves as the primary point of contact for health and safety matters, providing guidance to management and staff, coordinating the Workplace Health and Safety Committee and ensuring legislative requirements, policies, and best practices are consistently applied throughout the organization.

EDUCATION:

1. Post-secondary diploma or degree in occupational health and safety, human resources, or a related field.
2. A recognized occupational health and safety designation is considered a strong asset. Examples include the Canadian Registered Safety Professional (CRSP), Canadian Registered Safety Technician (CRST), Canadian Health and Safety Consultant (CHSC), and Certified Health and Safety Environment Practitioner (CHSEP).

EXPERIENCE:

1. Minimum of two (2) years' experience in an occupational health and safety role in Canada; three (3) or more years preferred.
2. Ability to work respectfully in a First Nation community and support culturally safe practices. Previous experience working within a First Nation is preferred.
3. Must have knowledge of and experience applying the Canada Labour Code (Part II) and the Canada Occupational Health and Safety Regulations or demonstrated ability to acquire this knowledge.
4. Experience supporting the development, implementation, and maintenance of workplace health and safety programs, policies, procedures, and initiatives.
5. Experience conducting workplace inspections, hazard assessments, incident investigations, and risk assessments, with the ability to recommend and implement appropriate corrective actions.
6. Experience providing health and safety guidance, training, and support to employees, supervisors, and managers.
7. Experience monitoring compliance with applicable occupational health and safety legislation, regulations, standards, and organizational policies.
8. Experience maintaining health and safety records, documentation, reports, and metrics, and preparing information for management review.
9. Experience supporting workplace incident reporting, investigations, follow-up, and return-to-work or accommodation processes, as applicable.
10. Experience working collaboratively with workplace health and safety committees, employee representatives, contractors, and other stakeholders.
11. Experience communicating health and safety requirements clearly and effectively to individuals at all levels of an organization.

12. Experience with safety-related systems, databases, and Microsoft Office applications, including preparing reports, tracking corrective actions, and maintaining accurate records.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Please submit all mandatory documents electronically to hr.recruitment@oneida.on.ca or 2212-A Elm Avenue, Southwold, Ontario, N0L 2G0.

LATE APPLICATIONS WILL NOT BE ACCEPTED

- We thank all those for applying but only those selected for an interview will be contacted.
- Oneida Nation of the Thames gives hiring preference to qualified First Nation applicants, with first preference to qualified Oneida Nation of the Thames members. Applicants wishing to be considered under this preference are encouraged to self-identify in their application.
- Oneida Nation of the Thames is guided by Skaná Teyukwalihwayenawakhuti “We will work together in peace” and is committed to supporting the preservation and use of the Oneida language and cultural practices.
- Oneida Nation of the Thames is committed to workplace diversity and will provide accommodations to applicants with disabilities throughout the hiring process. To request accommodations, please contact Human Resources at hr.recruitment@oneida.on.ca.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email hr.recruitment@oneida.on.ca.

“People of the Standing Stone”

oneida.on.ca