



Health and Safety Officer -045R1-26-1
Human Resources, Core Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 20, 2026**, for the **Health and Safety Officer** with **Human Resources, Core Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: Reports to and works under the direction and supervision of the Manager of Health and Safety and works collaboratively with Health and Safety Committees of Six Nations Grand River Elected Council.

Type	Full-Time
Closing Date	May 20, 2026
Hours of Work	35 Hours per week
Wage	Minimum \$34.73/hr

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Minimum Qualifications

- Post-Secondary Degree or a Diploma/Certificate in Occupational Health & Safety
- Three (3) years of current work-related experience in occupational health and safety
- Canadian Registered Safety Professional (CRSP), Certified Safety Professional (CSP), Certificate in Occupational Health and Safety (COHS) or Certified Health and Safety Consultant (CHSC) designation or working towards is considered an asset
- Joint Health and Safety Certification (JHSC) – Part 1 and 2
- Workplace Investigation Training is considered an asset.
- Other Health and Safety related training courses
- Awareness and proven understanding of the Canada Labour Code, Canadian Human Rights Act, Occupational Health and Safety Act (OHSA), regulations, Workplace and Safety Board Act, Asbestos Regulations and WHMIS regulations
- Strong experience in development, promoting, implementing and evaluating best practices in health and safety

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- Experience working with Health and Safety Committees
- Experience design, developing and facilitating training
- Excellent analytical and report preparation skills
- Computer skills in MS Word, Excel, PowerPoint and Microsoft Outlook
- Must have and maintain a valid Ontario Class G driver's license, reliable transportation and proof of insurance.
- Must provide a current acceptable criminal reference check.

Other Preferred Qualifications

- Demonstrated knowledge and understanding of audit procedures in a variety of Health and Safety areas such as Accident Investigation, Workplace Inspection, and OH&S Committees, Personal Protective Equipment
- Related work experience and familiarity with CSA standards and other health and safety issues is a definite asset
- Proven ability to maintain the confidentiality of information and records
- Proven ability to handle multiple priorities in a fast-paced environment
- Tact, diplomacy, flexibility, listening and persuasion skills
- Ability to prepare detailed reports
- Possess initiative and ability to work independently
- Must possess good verbal and written communication skills, as well as strong interpersonal skills and ability to take direction.
- Must be willing to work flexible hours.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out Khwahish Taneja, HR Manager at 519-445-2223 ext. 4343 or via email at hrmanager@sixnations.ca

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Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Health and Safety Officer – Full-Time – 045R1-26-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

HUMAN RESOURCES DEPARTMENT

POSITION TITLE: Health and Safety Officer

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of Health and Safety and works collaboratively with Health and Safety Committees of Six Nations Grand River Elected Council.

PURPOSE AND SCOPE OF THE POSITION:

The purpose and scope of the Health and Safety Officer is to monitor and update policies, procedures, guidelines and relevant legislation to reflect best practices and industry standards. The Health and Safety Officer will assist with risk assessments to identify potential hazards and assist with control measures to mitigate risk.

The Health and Safety Officer will facilitate Health and Safety training for employees and for Workplace Safety Committees. This position will promote awareness campaigns to foster a safety-first culture and encourage proactive safety behaviour. The position will collaborate with the Health and Safety Manager to address and rectify safety concerns promptly.

Incident reporting by employees will be promoted by this position with the focus on Near Miss reporting. Incident reports will be entered into the database and reports generated for

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Management and the Workplace Safety Committees by the Health and Safety Officer. This position will review and ensure all Job Descriptions are inclusive of Health and Safety awareness and the training required for the specific role is properly outlined, including but not limited to any safety related documents, required certificates, permits and/or licenses. The Health and Safety Officer will take the lead on the development of a Fleet Program for all departments.

DUTIES AND RESPONSIBILITIES:

1. TECHNICAL

- Assist with the implementation, maintenance and substance of the health and safety programs, policies and procedures.
- Engage and empower the workforce around the importance of health and safety
- Develop and champion safety strategy awareness campaigns, while continually fostering a strong culture of employee health and safety.
- Provide support to the monthly Health and Safety Committees.
- Assist in responding to incident and hazard investigations
- Assist Management with corrective actions for Incidents reported
- Assist in the annual review of the health and safety program audit to ensure the effectiveness of occupational health and safety programs and a full review of health and safety-related needs as required by applicable legislation
- Act as a resource to all departments by providing professional safety services and guidance with the objective of adding value and ensuring compliance.
- Inspect workplaces with the Workplace Safety Committee members as required to ensure equipment, layout or materials do not present a safety or health hazard to employees or to the public.
- Support the Training and Development Coordinator with the development of related safety training programs such as materials, including newsletters, collateral materials and audits.
- Organize and coordinate Human Resources drills to ensure that roles and responsibilities are clearly communicated and on-going improvement to response
- Backup for the Health & Safety Manager to maintain and monitor files for WSIB cases by communicating with the Workplace Safety Insurance Board, employees and supervisors and follow up on injuries, functional assessments and early and safe return to work.

2. ADMINISTRATIVE

- Works with the Six Nations Health and Safety Committees, and ensures consistency throughout the organization
- Assist with Health and Safety week preparations, communications and prize donations

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- Prepare and communicate monthly safety topics to the organization
- Assists with the review of all accident/incidents/near misses incident reports submitted as per Health and Safety program, and coordinates the necessary corrective actions and data entry
- Assist with the development of a matrix for training requirements, maintain records of all health and safety-related training and assist in the development of rollout programs
- Perform other related duties as may be required by the Manager of Health and Safety.
- Assist departments with department drills and track and record the drills to ensure compliance

3. COMMUNICATIONS & LIAISON

- Provide regular updates to the Manager of Health and Safety
- Back-up for health and safety orientation and training for all new employees, and additional training for all Six Nations employees to ensure complete and effective understanding of potential risks and expected behaviors in relation to the Six Nations Health and Safety policy, guidelines and procedures
- Develops and communicates monthly health and safety topics to all Six Nations employees
- Back-up to work collaboratively with all Six Nations Council departments in the duty to accommodate injured workers for early and safe returns.

4. OTHER FUNCTIONS

- Assist with the maintenance of a safe and healthy working environment by following Six Nations of the Grand River Council policies and procedures and legislation
- Assist with the setup, maintenance and archiving health and safety files including Workplace Safety Insurance Board claim files
- Performance of other related duties as deemed necessary by the Manager of Health and Safety
- Attend and participate in Human Resources Staff Meetings and other committee meetings as required

WORKING CONDITIONS:

Work involves some physical and mental stress; required to work outside in inclement weather conditions; requires extensive interaction with the public; subject to deadlines, interruptions, and some unscheduled hours; ability to work independently. There is a high degree of contact with employees of Six Nations of the Grand River and the community. High degree of accuracy is required.

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WORKING RELATIONSHIPS:

With the Manager of Health and Safety:

Receives direction, guidance and encouragement; provides health and safety standards, inspection reports, etc.

With the Health & Safety Committee(s):

Recruitment direction, and provides reports, recommendations and implications as required.

With Other Staff Members:

Courtesy, co-operation and teamwork with all staff.

With the Public:

Represents and promotes Health & Safety issues at Six Nations in a courteous, positive and co-operative manner, provides information and assistance.

With External Agencies:

Represents and promotes Six Nations interests and maintains awareness of legislation, policy and program changes; seeks to develop sound professional working relations.

KNOWLEDGE AND SKILLS:

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- Experience design, developing and facilitating training

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IMPACT OF ERROR:

Errors in carrying out duties could result in financial cost and loss of credibility or legal/financial liability to Six Nations Council; errors in conduct could result in poor public relations; errors in duties could result in harm or injury to employees, and the public. Errors in conduct could result in poor staff relations.

CONTROL:

Guiding principles are set by the Health & Safety Committees and Six Nations Elected Council. Works with the administrative policies and procedures established by Six Nations Elected Council and other legislation provided by the respective government agencies.