

## **WORKPLACE SAFETY & PREVENTION SERVICES JOB POSTING**

**JOB TITLE:** Health & Safety Trainer  
**LOCATION:** Home Office (West Ontario Region)  
**POSITION OPENINGS:** 1

### **JOB SUMMARY**

Reporting to the Manager, Consulting Services, the Health & Safety Trainer delivers training courses virtually and in person to customers. This role ensures training quality is met at each training session. The incumbent participates and assists in the delivery of training, workshops and special projects to meet organizational mission, vision, and revenue-generating targets.

### **KEY RESPONSIBILITIES**

Note: Percentages refer to approximate % of time spent on each area, over the course of a given year

#### **1. Delivery of scheduled WSPS Training Programs and Workshops (80%)**

- Ability to share own experiences and draw out and incorporate the personal experiences of the participants relative to the training topic
- Facilitate virtual and in-person training to customers to increase workplace health and safety awareness using established WSPS training standards and materials
- Determine learning needs of specific participants and deliver on learning objectives to meet their needs
- Ensure quality and consistency in the delivery of WSPS training programs by following the lesson plan specified
- Train independently or with a small team
- Review training materials and platform in advance of delivery. Prepare content when required. Set up, facilitate and instruct individual and group work activities in class, as well as using virtual platforms
- Ensure that professional technical advice is provided to answer client questions
- Complete and submit on a timely basis, all required documents related to training delivery as required.

#### **2. Internal Transition Support and Administration (20%)**

- Build relationships with internal and external partners
- Act as a content contributor for H&S training issues, training strategies, marketing materials
- Apply time and priority management techniques to address training administrative demands (scheduling, e-mail, organizational initiatives).
- Respond to internal and external inquiries to meet organizational service standards
- Follow documentation standards
- And any other duties as assigned

#### **3. Contributes to a Healthy and Safe work environment (at all times)**

- Adheres to WSPS policies, procedures, process fact sheets, guidelines and business rules established in the WSPS Quality Management system which ensures the achievement of our quality goals
- Contributes to promoting a healthy and safe culture, and links efforts to the WSPS quality and OHS management system approach (Plan, Do, Check, Act, Continuous Improvement Cycle)

- Acts as a role model internally and externally by demonstrating knowledge of health and safety and wellness practises.

## **EDUCATION AND EXPERIENCE**

### **Minimum:**

- Certificate or Diploma in Occupational Health & Safety or related discipline from a Community College
- 3 to 4 years' experience facilitating private and public training sessions for the industrial, service and/or farming sector clients; specific focus on hazard identification, risk assessment, legislation
- Strong Presentation and Computer skills required;
- Virtual training experience
- Facilitation/Instruction skills in various settings and levels of employees/management
- Knowledge of Adult learning principles
- Business acumen, Customer Relationship Management
- Conducting or participating in audits and inspections
- Recognized Health & Safety designation an asset
- Ability to work in a team environment/collaboration
- Excellent oral and written skills
- Access to a vehicle that meets minimum MTO safety standards
- Valid Driver's license
- Maintain a home office in a safe manner
- Provide an original criminal background check at your own expense prior to commencing work with WSPS. The criminal record check document must have been issued no more than 30 days prior to first day of employment.

### **Preferred:**

- Bachelor's Degree in Occupational Health & Safety or related discipline
- 5+ years of experience facilitating both public and in-plant training sessions for the industrial, service and farming sector clients
- Canadian Society for Training & Development, CSTD designations

### **Additional Requirements:**

- WSPS offers flexible work arrangements. Head Office roles can be performed from home or our well-appointed Mississauga office. Candidates are required to reside in the province of Ontario, maintain a private and safe workspace and have a high quality internet connection.

## **APPLICANT INFORMATION**

**Deadline for Application: Tuesday, September 27, 2022 @ 11:59 PM EST**

**Applications** are to be forwarded to Human Resources at: [careers@wsps.ca](mailto:careers@wsps.ca)

**Complete application will include:** Cover letter & Resume referencing the job title in the subject line

WSPS is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSPS will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected



to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

We thank all those that apply, however, only those selected for further consideration will be contacted.