

**Cornwall Community Hospital  
Hôpital communautaire de Cornwall**

**Job Opportunity**  
(Non Union)

**Health and Safety Specialist (Part-Time)**

Reporting to the Director of Human Resources the Health & Safety Specialist will assist in ensuring the safety of all staff, patients and visitors within the Cornwall Community Hospital. They will be responsible for the administration of all WSIB matters and workplace investigations. The incumbent will also be responsible for the management of the respiratory protection program and safety training.

The role of the Health and Safety Specialist will participate in various committees including chairing the Joint Health and Safety Committee. It is an essential part of this role to have effective written and verbal communication to all internal and external stakeholders as relationship building is key.

The Health & Safety Specialist upholds the mission, vision and ICARE values of the Cornwall Community Hospital, in order to create a safe environment for patients/clients, families, staff, physicians and volunteers, recognizing "Patient Safety" and our hospital's "Senior Friendly Strategies" as a top priority in creating a culture of safety and "The Workplace of Choice".

**QUALIFICATIONS:**

**Required:**

- Occupational Health and Safety Diploma or Certificate
- Extensive knowledge of the Occupational Health & Safety Act and applicable workplace legislation
- First Aid certification
- Proficiency with Microsoft Office applications
- Excellent people, time management, conflict management and organization skills
- Excellent communication skills (oral and written)
- Experience working with the Workplaces Safety & Insurance Board
- Ability to work under pressure and meet deadlines
- Specialized Health & Safety Training (workplace investigations, etc.)
- Demonstrated commitment to patient safety and continuous improvement
- Functional proficiency in English (oral and written)

**Asset**

- Previous experience in a Healthcare setting

If you meet the qualifications above, and are interested in joining our dynamic team, please send your resume to:

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840 McConnell Avenue  
Cornwall, ON K6H 5S5  
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***We thank all candidates for applying; however only those candidates selected for an interview will be contacted.***