

Health & Safety Coordinator – Temporary Part Time

Cheshire is an organization of caring people, who care for people. We are a community-based healthcare agency who supports frail seniors and adults with physical disabilities and enables them to remain active and independent in their own homes and communities.

Cheshire is committed to fostering an empowering environment for our staff. If you are driven by the opportunity to make a significant impact in guiding community based Personal Attendants and support staff in their work through in-house training and development, we invite you to apply.

As the Health & Safety Coordinator, you will play a key role in fostering a culture of safety, learning, and continuous improvement across Cheshire. You will be responsible for developing and delivering engaging health and safety education, promoting best practices, and ensuring employees have the knowledge and skills needed to work safely and confidently in both office and community settings.

Working collaboratively with leaders, employees, consumers, and community partners, you will support Cheshire's commitment to providing safe, high-quality home care services while ensuring compliance with Ontario health and safety legislation and organizational policies. This position requires a strong understanding of occupational health and safety principles within the home care sector, experience in developing and facilitating training programs, and the ability to assess learning outcomes and support ongoing professional development.

Overview:

Title: Health & Safety Coordinator

Status: Temporary Part Time up to 6 months– 20 Hours Per Week

Shift: Monday-Friday between 8:30am-4:30pm. With the ability to flex hours depending on the needs of the organization.

Starting Rate of Pay: \$29.91/hour

Plus, Mileage Reimbursed at \$0.50/km as applicable

Benefits for this position include:

- Excellent Health & Safety Program
- Employee Rewards & Recognition Programs
- Employee Referral Bonus Program
- Opportunities for professional development by participating in organizational committees
- Attendance Reward Program
- Team Building Events
- Pet Friendly Environment
- Recognized Years of Service Awards
- Employee Assistance Program

Key responsibilities will include, but not limited to:

- Manage a fiscally responsible Health and Safety Program for the entire organization
- Manage, coordinate, and investigate all work-related claims in accordance with WSIB legislation.
- Monitor, support, and assist with the coordination of all modified return to work programs and be a direct line of contact for WSIB.
- Work with all necessary parties to investigate and resolve all hazards reports, injury reports, accident/incident reports, or near-miss claims for staff AND consumers
- Ensure Cheshire operates in compliance with all relevant legislation including the Occupational Health and Safety Act, HRC, WSIA, and ESA establish, maintain, and uphold all legislated policies related to the OH&S act.
- Plan, develop, modify, and implement safety training, recertification, and basic training to ensure all employees are meeting organizational and legislative training requirements including; safe practices and policies, safe body mechanics, and health and safety training.
- Auditing Cheshire offices and developing plans to ensure legislative and organizational policy compliance
- Developing and implementing new initiatives and create a safe corporate culture
- Conducting wellness and safety checks on employees, including Safety Action Plans
- Conduct job safety observations, onboarding assessments (of new consumers) and similar checks at job sites across our entire service area (London and counties).
- Conduct mask fit testing and safety training (back care, etc.)
- Other duties as required

Please apply if you possess the following:

- A desire to make a difference in the lives of others, every day.
- 3 or more years of Health & Safety experience preferred.
- Being a CPR instructor would be an asset.
- Previous experience in Health & safety with knowledge in home care and community living preferred.
- Demonstrated success in mentoring, developing and leading care staff preferred.
- A valid Canadian Driver's License and have regular access to a reliable vehicle
- Valid automobile insurance with liability coverage
- Able to work a variety of shifts including mornings, afternoons, evenings and weekends and understand the nature of our work and the importance of good attendance and reliability.

How to apply:

Qualified applicants are urged to forward their cover letter and resume no later than, **Friday September 4th, 2026, at 4:30pm**

Please apply for this position by sending your cover letter and resume to:

Email: hr.coordinator.04@cheshirelondon.ca

Subject Line: H&S Coordinator

Cheshire values each applicant's interest in working with us, however, due to overwhelming response to our ads, only those applicants chosen for an interview will be contacted.