



Health & Safety Intern

Department
People Services

Vacancy
New Position

Employee Group
Non-Union

Position Type
Student

Join Us at the Town of Pelham!

The Town of Pelham is a vibrant and welcoming community dedicated to creating opportunities for current and future generations. We are proud to be part of the Niagara Region, known for its natural beauty, strong sense of community, and commitment to sustainability and growth.

Pelham is part of the Dish with One Spoon wampum, a treaty that guides a commitment to principles reflecting respect for our shared environment and responsibility to one another:

- Taking only what we need
- Leaving some for others
- Keeping our community clean and thriving

Pelham is home to approximately 19,000 residents and continues to grow while maintaining its small-town charm and high quality of life. The Town's 2023-2027 Strategic Plan prioritizes responsible growth and development, environmental stewardship, and building a resilient, future-ready organization. The mission is to create an active and sustainable community while promoting an exceptional quality of life, valuing its people, their experiences and the environment. Join the team and help make a meaningful difference in Pelham!

The Opportunity

Reporting to the Manager of People Services, the Health & Safety Intern is responsible for supporting the Town's People Services team in promoting a safe, compliant, and healthy work environment. This role provides practical experience in occupational health and safety, regulatory compliance, and workplace risk management while assisting with safety programs, inspections, and training initiatives.

About You

What You Will Do

- Assist in the development, implementation, and monitoring of municipal health and safety programs and policies.
- Support audits, inspections, and hazard assessments of Town facilities, worksites, and equipment.
- Help maintain records of incidents, inspections, corrective actions, and safety training.
- Assist in investigating workplace incidents and preparing reports for management.
- Help coordinate safety training sessions, workshops, and orientations for staff.
- Develop or update safety materials, handouts, and communications to promote awareness.
- Support communication campaigns to reinforce a culture of safety within municipal operations.

- Assist in ensuring compliance with health and safety legislation and the Town's safety policies.
- Help maintain accurate documentation of safety programs, inspections, and compliance audits.
- Support the collection and analysis of safety data to identify trends and opportunities for improvement.
- Prepare reports, presentations, and summaries for staff, management, and the Joint Health and Safety Committee.
- Provide general administrative assistance to the People Services team as required.
- Other related duties as assigned.

What We Are Looking For

Before reviewing the qualifications listed below, we want you to know that we understand you may not meet all the qualifications described. We do still encourage you to apply as you may have other relevant expertise and experience to bring to the role

- Currently enrolled in post-secondary education in Occupational Health and Safety, Human Resources Management, or a related field.
- Knowledge of the Occupational Health and Safety Act and workplace health and safety standards is an asset.
- Previous experience in safety programs, audits, or workplace inspections is beneficial but not required.
- Strong organizational, research, and administrative skills.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.
- Detail-oriented with strong problem-solving abilities.
- Proficiency in Microsoft Office

What's In It For You

- A competitive wage of **\$21.82/hour** with a 35-hour work week (primarily 8:30am to 4:30pm Monday to Friday) from May 4 to August 28, 2026. Occasional work outside of normal working hours may be required.
- The option to participate in the OMERS pension plan
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Summary

- Pay Rate: \$21.82/hour
- Vacancy: New
- Department: People Services
- Position Type: Student
- Employee Group: Non-Union
- Work Location: On-site
- Hours of Work: 35
- Number of Openings: 1
- Posted Date: December 16, 2025
- Application Deadline: Friday, January 30, 2026, by 4:30pm

Applications are available online at <https://www.pelham.ca/careers> and must be submitted **by 4:30pm on Friday, January 30, 2026.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. In accordance with the *Accessibility for Ontarians with*

Disabilities Act, if you require this document or any additional documents in an alternative format, please contact Town Hall at 905-892-2607, ext. 315. Should you require any special accommodations to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

The Town of Pelham does not use artificial intelligence to screen, assess or select applications in the recruitment process.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.