JOB POSTING

WHSC INSTRUCTOR

Location: London Office, 841 Wellington Road, Unit B2, London, ON, N6E 3R5

Wage: Schedule 2 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wages per week: $1,792.59 (start rate) - $1,891.64 (twenty-year rate)

The Workers Health and Safety Centre (WHSC) requires a full-time WHSC Instructor to assist our efforts to provide high-quality occupational health and safety training services. More information about WHSC can be found at https://www.whsc.on.ca/Home.

Applications will be accepted until **4:30pm, Wednesday, October 7, 2026**. If interested, please submit your Resume and Cover Letter to careers@whsc.on.ca.

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Required Knowledge and Qualifications:

- Minimum 2 years' experience as an Occupational health and safety or First Aid/CPR instructor.
- Completion of WHSC Instructor Training.
- Possess good working knowledge of health and safety information and understanding of the vision and mission of the Workers Health and Safety Centre.
- Advanced knowledge of Ontario health and safety law and grasp of key health and safety concepts.
- Able to demonstrate good presentation skills (virtually and in-person).
- Excellent knowledge of adult learning principles and WHSC training techniques.

Required Knowledge and Qualifications (cont.):

- Possess a valid driver's license, and any successful candidate will have to provide proof that they have a valid driver's license upon being hired.
- Current knowledge of First aid and CPR training.
- Working at heights training and related experience (preferred).
- Bilingual (preferred).

Responsibilities and Duties:

- Maintenance of WHSC Instructor Training and First Aid – CPR trainer qualifications.
- Delivery of WHSC training, instructor training and other programs to unions, individuals and companies throughout the Province in virtual classroom and in-person environments.
- Coordination of WHSC assigned training centre activities.
- Upkeep and maintenance of training equipment/materials and training centre resources.
- Ensure collection of classroom evaluations, student forms and other paperwork.
- Provide feedback to Management regarding WHSC or First Aid programs.
- Evaluating contract Instructors on delivery of WHSC programs according to provided metric.
- Availability to travel, stay overnight and work weekends to facilitate instruction of programs.
- Communicate with co-workers, clients and trainees in a professional and courteous manner.
- Adhere to WHSC operating processes, policies and procedures.
- Perform other duties as required.