



HEALTH & SAFETY SPECIALIST

THE OPPORTUNITY

AMI Attachments is an industry leading North American manufacturer of quality, reliable attachments for excavators, backhoes, wheel loaders and other heavy construction equipment. With a head office and manufacturing facility in Ontario, west of Toronto in the Region of Waterloo, AMI Attachments serves the heavy equipment attachment market across Canada and the United States.

JOB SUMMARY

We are seeking a proactive and detail-oriented Health & Safety Specialist to lead the update, development, and implementation of our health and safety policies and training materials. This role will ensure compliance with legislative requirements and foster a strong safety culture across our heavy equipment manufacturing operations.

While the primary focus of this role is on health and safety, the Specialist will also provide support with key HR functions such as training, onboarding, and general administrative tasks, as assigned.

RESPONSIBILITIES:

Health & Safety (Primary Focus):

- Review, update, and implement company health and safety policies, procedures, and training programs.
- Ensure compliance with all relevant occupational health and safety legislation and standards.
- Develop and deliver safety training sessions, orientations, and toolbox talks.
- Conduct regular workplace inspections, risk assessments, and incident investigations.
- Maintain accurate and up-to-date safety-related documentation and reporting systems.
- Serve as the primary contact during health and safety audits and inspections by regulatory bodies.
- Lead the Joint Health and Safety Committee (JHSC), including organizing meetings, maintaining minutes, and following up on action items.
- Promote a safety-first culture through employee engagement and awareness initiatives.

HR Administrative Support (Secondary Focus):

- Support tracking of training, certifications, and compliance-related documentation.
- Coordinate and facilitate the health and safety portion of new employee onboarding.
- Maintain and update employee files and HRIS records in line with company policies.
- Assist in resume screening and conducting preliminary interviews.
- Provide general administrative support to the HR Manager as required.

Qualifications:

- Post-secondary education in Occupational Health and Safety, Human Resources, or a related field preferred.
- JHSC Certification (mandatory).
- 3–5 years of relevant experience in a manufacturing or industrial environment.
- Strong understanding of the Ontario Occupational Health and Safety Act and related regulations.
- Excellent communication, training delivery, and interpersonal skills.
- Highly organized with strong attention to detail and the ability to manage multiple priorities.
- Proficient with MS Office Suite; experience with HRIS systems is an asset.
- Ability to work both independently and collaboratively within a team environment.

Working Conditions

- Primarily on-site in both office and shop environments
- Occasional evening hours may be required

COMPENSATION

- Starting at \$75,000

Use our online application form, or email your cover letter and resume to: dave@amiattachments.com