

**Date of posting:** July 11, 2025

Ausable Bayfield Conservation Authority (ABCA) is accepting applications for the part-time 16-month position (September 2025 – December 2026) of Workplace Safety Specialist. ABCA is looking for an organized and energetic individual who is interested in becoming an integral part of this dynamic organization by supporting workplace safety, and well-being.

The position is based out of the ABCA Administration Centre, located at 71108 Morrison Line, RR 3 Exeter, Ontario. However, the position provides opportunities to work outside across the Ausable Bayfield watershed.

ABCA is one of Ontario's 36 conservation authorities with the mandate to ensure the conservation, restoration and responsible management of Ontario's water, land and natural habitats through programs that balance human health, environmental and economic needs. This position provides the opportunity to join a positive, teamworking environment that works with the community to fulfill its mandate.

**Duties may include:**

- Coordinate the development, implementation, maintenance, and compliance of the health and safety program and related policies and procedures to the applicable legislation, regulations, and organizational requirements
- Develop, deliver, and/or coordinate training programs for staff based on organizational and departmental requirements
- Ensure health and safety materials, including safety manuals, and SDS sheets are up-to-date and accessible for staff
- Act as a Technical Advisor to the Joint Health and Safety Committee (JHSC) to fulfill their duties outlined in the Occupational Health and Safety Act
- Assist with investigating and reviewing all critical accidents and incidents, as required.
- Liaise with government, safety associations, conservation authorities, WSIB, etc., as required
- Coordinate and deliver a comprehensive program with a goal of optimizing workplace wellness and mental health
- Support the hazard management program at conservation areas by assisting with conservation area risk management inspections
- Manage the security system for administrative buildings
- ABCA is a positive, teamworking environment, providing opportunities for staff to assist other departments with a wide range of projects on which ABCA works.

**Qualifications:**

- Post-secondary education in occupational health and safety or equivalent experience
- Canadian Registered Safety Professional (CRSP) or Canadian Registered Safety Technician (CRST) designation is an asset
- Team player with good organization and interpersonal skills. A willingness to learn alongside a team who is passionate about healthy watersheds.
- Candidates must be legally entitled to work in Canada and possess a valid Ontario Driver's Licence.

**Remuneration:** \$32.38 to \$40.47 depending on qualifications and experience

**Hours:** Average of 21 hours per week

Ausable Bayfield Conservation is committed to working with the successful candidate to provide a flexible work schedule that promotes a healthy work-life balance.

**Please provide your résumé and cover letter with position title clearly marked "Workplace Safety Specialist" by Wednesday, August 13<sup>th</sup>, 2025 at 12 p.m. noon local time to:**

**Abigail Gutteridge, Corporate Services Coordinator**

**Ausable Bayfield Conservation Authority**

**71108 Morrison Line, R.R. #3, Exeter, ON N0M 1S5**

**(519) 235-2610; Fax: (519) 235-1963; Email: [agutteridge@abca.ca](mailto:agutteridge@abca.ca)**

Applicants will be contacted only if an interview is required. The Ausable Bayfield Conservation Authority is an equal opportunity employer, which delivers a wide array of environmental services for 12 watershed municipalities and the general public. Ausable Bayfield Conservation Authority welcomes and encourages applications from people with disabilities. Upon request, applications will be notified of accessibility accommodations and assistive devices.