



A. HARVEY & CO. LTD

JOB POSTING – HEALTH & SAFETY COMPLIANCE SPECIALIST

The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland Company with a proud history of service and excellence. Our operations span a wide range of services within the industry, including the Marine Base operation in the Port of St. John's, Offshore Containers, Harvey Auto Carriers, Avalon Customs Brokers, Argentia Freezers and Terminals, Harvey Road Salt and Harvey's Oil Ltd. The Harvey Offshore Marine Base, located in the Port of St. John's, serves as a key logistical hub supporting the East Coast offshore oil and gas industry.

Employee Offerings

When becoming an employee with A. Harvey Group of Companies some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starting at 3 weeks

The Role

We are currently seeking a Health & Safety Compliance Specialist for a full-time, permanent role.

The Health & Safety Compliance Specialist would be responsible for supporting the implementation, monitoring, compliance, and continuous improvement of the organization's Occupational Health and Safety program. This includes drafting and maintaining policies and procedures, coordinating safety activities, managing safety records, and tracking corrective actions across A. Harvey & Company operations, including A. Harvey Ltd, Browning Harvey Ltd., and Harvey's.

The role of Health & Safety Compliance Specialist will have many responsibilities, which include but are not limited to the following:

- Support an injury-free workplace by identifying, assessing and following up on hazards, unsafe conditions, and corrective actions.
- Support implementation and compliance of A. Harvey's Occupational Health and Safety Program across all assigned operations.
- Maintain accurate health and safety records, including reports, training documentation, inspection records, and corrective-action logs.
- Monitor, track, and report to the OHS Manager on safety performance indicators, including incidents, inspections, training completion, corrective actions, and audit findings.
- Coordinate corrective-action tracking from audits, inspections, risk assessments, and incident investigations to ensure timely completion and closure.
- Support internal and external audits, regulatory through documentation coordination and follow-up of findings.
- Assist with incident reporting and investigations, including documentation and corrective-action tracking.
- Coordinate training requirements, including scheduling, tracking completion, and maintaining training records and certifications.
- Support OHS Committees meetings.
- Assist with health and safety policy and procedure development, review, and updates.
- Support PPE inventory control, ordering, and distribution.
- Provide general administrative support to the OHS Manager, including reporting, documentation management, and special projects as required.
- Other duties as assigned.

The Candidate

The ideal candidate will have the following Qualifications and Skills:

- Degree/Diploma/Certification in Occupational Health & Safety.
- CRSP or other safety designation or working towards.
- Three to five years' minimum experience in occupational health and safety, preferably within industrial, transportation, marine, construction, manufacturing, or multi-site operational environments.
- Knowledge of Health and Safety legislation, best practices and regulatory standards in both provincial and federal work environments.
- Experience supporting health and safety compliance activities, such as inspections, audits, incident reporting and investigations, corrective-action tracking, training administration, safety documentation, and contractor compliance.
- Strong written and verbal communications skills.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines in a fast-paced environment.
- Ability to understand and work with diverse groups of people.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Work on a flexible schedule based on business requirements.

- Ability to work as a member of the A. Harvey Safety Team.
- Valid driver's license and willingness to travel to company locations.

If you are a motivated individual who takes pride in your work, we encourage you to apply for and join our team. Please forward an application by July 20th, 2026 to:

**Human Resources Group
A. Harvey & Co. Ltd.
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60 Water Street
St. John's, NL
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Email: humanresources@aharvey.nf.ca
www.aharvey.com**

A. Harvey & Company Limited is an equal opportunity Employer. We wish to thank all applicants but only individuals invited for an interview will be contacted.