



## Job Description

**Position:** Safety Officer/Safety Administrator

**Department:** Safety and Compliance

**Reports to:** Safety and Compliance Manager

**Works with:** Drivers (Company and Owner Operator), Operations, Joint Health and Safety Committee

**Overview:** The Safety Officer/Administrator role is an integral part of T-Lane Nation's Safety and Compliance department. The Safety Administrator is responsible for training new drivers. Monitoring driver compliance and safety risks is a key role. A strong attention to detail is a must; the right candidate will have the ability to read street and city maps. Strong communication skills are imperative to this role; presenting diplomacy may be required at times. T-Lane Nation is looking for someone who has the ability to build strong relationships and is a quick learner, one who takes initiative.

### Key Deliverables:

- Driver training
- Driver recruitment/retention
- Safety certificates, permits and operating authorities

### Responsibilities:

- Obtain and retain current industry required permits, certificates & operating authorities for company and equipment
- Communicate with Dispatchers and Drivers
- Train drivers and employees, all-encompassing of safety, policies and procedures of the corporation, hazardous materials training
- Monitor compliance; includes log hours, driving records
- Promotes Health & Safe work procedures
- Monitor all Hazardous Materials shipments
- Company OH&S including committee, policies, procedures, JHAs, documents & manuals
- Investigate and address all accidents/incidents & near misses, document & maintain files
- Maintain inventories of PPE, TDG & HazWaste spill Kits, gear, supplies, manuals etc.
- Maintain online Contractor Clubs with company policies/procedures/certificates & statistics
- Maintain driver files
- Work with drivers to address requests, concerns



**Skills and Abilities:**

- Ability to communicate effectively in writing and verbally, including listening, is a must
- Ability to multi-task is a must
- Time management skills, able to prioritize tasks
- Ability to build relationships
- Respond to and handle complaints accordingly and effectively
- Detail oriented
- Problem solver
- Excellent team player with the ability to work independently
- Professional persona when communicating
- Analyze/investigate information
- Strong decision making skills
- Maintain high degree of confidentiality
- Self-starter
- Ability to work in a fast-paced, high volume environment
- Ability to meet deadlines
- Ability to read and understand route maps would be considered an asset
- Proficient in Microsoft and Adobe Programs

**Knowledge:**

- High school diploma
- Minimum 2 years' experience in an administrative position
- Transportation experience would be considered an asset
- Health and Safety experience would be considered an asset
- Human Resources experience would be considered an asset