



Safety Administrator

Overview:

The Safety Administrator will be responsible for assisting in the day-to-day operations of Tenold Transportation Ltd. & Number 8 Freight Ltd.'s Safety Department.

Responsibilities:

- Conduct regular internal system audits to assess compliance with regulatory requirements and internal safety policies.
- Ensure adherence to MOT federal and provincial legislature/ regulations through documentation and file maintenance.
- Manage claims related to accidents, injuries, and property damage, including coordination with WCB, insurance providers and brokers.
- Facilitate the licensing and registration process for vehicles and equipment, ensuring all documentation is accurate and up to date.
- Prepare and submit timely HSE reports to regulatory agencies and internal stakeholders.
- Collaborate with cross-functional teams to implement safety initiatives and promote a culture of continuous improvement.
- Stay informed about industry developments, regulatory updates, and best practices in transportation safety.
- Assist with the Internal COR Audit process and External Audit preparation.
- Assist with Subcontractor prequalification submissions.
- Other duties as required.

Expectations:

Company information should be treated in a highly confidential manner. You have specific responsibilities and are expected to use your knowledge and skill to make a positive contribution to our corporate goals.

- Possess strong communication skills, be able to multitask and work under minimal supervision.
- Be able to work and thrive in a fast-paced team environment; be energetic; pleasant and willing to learn.
- Commit to new initiatives and programs that promote continual improvement and efficiency.
- Foster a safe work culture for all procedures, including but not limited to:
 - wearing PPE if required.
 - reporting all injuries, claims or near-misses, unsafe or hazardous conditions.

Qualifications/Requirements:

- 3-5 years of proven safety and compliance experience, preferably within the trucking, warehouse, or logistics industry.
- A strong attention to detail, analytical skills and organizational skills.

- An inquisitive mindset and a proactive approach to problem-solving with strong follow-up skills to keep processes on track.
- Excellent verbal and written communications with the ability to professionally communicate via Phone/Email.
- Experience in claims management and knowledge of insurance processes.
- Proficiency in MS Office Suite.