



Safety & Compliance Coordinator

Overview:

The Safety & Compliance Coordinator will be responsible for assisting in the day-to-day operations of the Safety Department at Tenold Transportation Ltd. and Number 8 Freight Ltd.

Responsibilities:

- Maintain compliance with federal and provincial regulations by ensuring proper documentation and file management for equipment and drivers.
- Update and maintain all truck and trailer related documents, authorities, permits, and registration in the Transportation Management System (TMS), files, and driver document binders.
- Collaborate with operations to ensure maintenance reports, invoices, CVIP, B-service, and other CVSA inspection reports are completed and filed before their due dates.
- Manage retorque program documentation.
- Complete monthly reviews of Carrier Profiles and semi-annual driver abstracts.
- Oversee licensing renewals and changes for all equipment.
- Manage driver fuel cards, site security access, and monitor Workers' Compensation Board (WCB) accounts.
- Support driver recruitment, onboarding, and offboarding processes while maintaining accurate records.
- Assist with driver performance improvement and scorecards through telematics.
- Handle claims and documentation related to accidents, injuries, and property damage, including coordination with WCB, subcontractors and insurance providers.
- Conduct or participate in incident investigations, maintain the register and associated documentation in files.
- Prepare and submit timely Health, Safety, and Environment (HSE) reports to regulatory agencies and internal stakeholders.
- Stay informed of industry developments, regulatory updates, and best practices in transportation and warehouse safety.
- Support subcontractor prequalification submissions.
- Assist with the internal COR audit process and external audit preparation.
- Perform 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 experience in safety and compliance, preferably within the trucking industry.
- Knowledge and experience with insurance, claims management, and regulatory compliance.
- Exceptional attention to detail, analytical thinking, and organizational skills.
- A proactive and inquisitive mindset with strong follow-up skills to maintain process efficiency.
- Excellent verbal and written communication skills, with the ability to communicate professionally via a VOIP phone system, MS Teams and MS Outlook email.
- Proficiency in MS Excel, MS Word, Adobe Pro, and Windows (file management).
- Familiarity with TruckMate software is an asset.