JOB DESCRIPTION

| Job Title: | SAFETY AND COMPLIANCE OFFICER |
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| Reports To:  | [Insert Title] |

Job Purpose

The Safety and Compliance Officer ensures employees are safe and compliant with health and safety regulations such as equipment inspections and maintenance, reporting incidents, maintaining certifications, and filing the required paperwork.

The incumbent should exhibit extensive experience in logistics and the compliance and safety regulations within the transportation industry. They must display strong problem solving skills and possess the ability to work under pressure. An outstanding Safety and Compliance Officer is someone with excellent management and communication skills, who is organized and extremely detail oriented when it comes to tracking, monitoring and reporting, and able to effectively coach and train team members.

Duties and Responsibilities

* Ensure employees are compliant with provincial and federal regulations
* Monitor, manage, process and audit work logs, and identify and follow up with any issues
* Maintain all equipment files
* Ensure equipment is in good working order, and schedule repairs and maintenance checks as required; complete annual safeties
* Complete inspections to ensure equipment is safe
* Investigate any collisions or incidents that occur and ensure employees complete any accident or incident reports properly; complete all required reports and submit them to the appropriate authorities as required
* Oversee any legal matters and claims
* Provide safety and compliance training to employees on an ongoing basis on topics such as e-logs, security loads, transporting dangerous good, equipment maintenance and inspections, accident procedures and reporting, and general health and safety
* Any other duties as needed and assigned.

Qualifications

* High School Diploma or GED
* Degree in [Insert Field] would be an asset
* X years experience in safety and compliance within the [Insert Industry] industry
* Knowledge of applicable health and safety regulations and laws
* Solid understanding of health and safety laws and regulations in the various provinces we may travel to
* Experience with providing training to staff members
* Proficiency in Office software, including Microsoft Word, Excel, and Outlook as well as Transportation Management Software
* Excellent organizational, communication, and time management skills

Working Conditions

* Overtime may be required
* Travel may be required
* Ability to sit for long periods of time
* Safety conscious workplace
* Transparent and open communication
* Recognition of hard work
* Strong team spirit