

# *C.S. Day Transport Ltd.*

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115 Henderson Drive  
Regina, Saskatchewan  
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***We Fuel the Engine of Everyday Life.***

## **JOB TITLE: SAFETY AND TRAINING MANAGER**

### **POSITION SCOPE**

The safety of our employees, as well as the safe delivery of our transport to our clients is a cornerstone of our organizational Mission, Vision and Values. The Safety and Training Manager is accountable within the leadership team for creating, fostering and maintaining a high standard for safety through the growth and development of our people, and building a positive and collaborative safety culture built on continual education, professionalism and self-accountability.

### **GENERAL ACCOUNTABILITY**

Provides safety leadership and is responsible for ensuring C.S. Day Transport remains compliant and current with all safety and training regulations and industry standards for our employees, our customers, and the communities we serve.

Reporting to the Operations Manager, the Safety and Training Manager works as part of the Operations Leadership Team to ensure C.S. Day Transport operations and staff work efficiently with safety as a priority in everything that we do.

### **POLICY DEVELOPMENT ACCOUNTABILITIES**

1. Evaluates, further develops, and implements updates to all health and safety programs, policies, and strategies for C.S. Day Transport to ensure compliance with legislative and regulatory requirements, to ensure appropriate and effective control of hazards, and to align with industry standards and our business strategies.
2. Evaluates, further develops, and implements safe workplace procedures that comply with legislative and regulatory requirements, industry standards, and company policies.

### **CERTIFICATE OF RECOGNITION (COR) CERTIFICATION ACCOUNTABILITIES**

1. Completes COR training.
2. Completes internal audits and related internal reports.
3. Ensures HSMS meets the requirements of COR.
4. Prepares the company for internal and external audits.
5. Ensures documentation and storage of documents adheres to COR requirements.
6. Conducts meetings for regular updates as it relates to COR.

### **OH&S COMMITTEE ACCOUNTABILITIES**

1. Represents C.S. Day Transport as an OH&S Committee Member, including the preparation of meeting agendas, taking, posting, circulating, and filing meeting minutes, and Chairing or Co- Chairing committee meetings.

2. Completes monthly site inspections to ensure OH&S compliance, including monitoring the status of fire extinguishers, first aid kits, emergency lighting, maintenance records, etc.
3. Ensures follow-up and correction of identified inspection items.
4. Investigates health and safety related complaints and workplace accidents/incidents.

#### **EMERGENCY PLANNING AND INCIDENT RESPONSE ACCOUNTABILITIES**

1. Plans and updates our emergency and incident response processes.
2. Oversees emergency and fire safety drills, maintains records.
3. Oversees Incident Response and completes the investigation processes for C.S. Day Transport.
4. Manages tracking systems and protocols for trucking in poor weather or blizzards, including parking fleet vehicles during unsafe driving conditions.

#### **SAFETY REPORTING AND COMPLIANCE ACCOUNTABILITIES**

1. Investigates, tracks, and records all safety incidents and reports them to the appropriate organization.
2. Monitors, evaluates, and reports safety incident and severity statistics.
3. Completes and submits Employment and Social Development Canada annual safety reports.
4. Completes safety related reports for hours on site at customer locations.
5. Oversees employee Safety Bonus process.
6. Coordinates and oversees Workers Compensation Board claims.
7. Manages and oversees our return-to-work program following an employee illness or injury.
8. Maintains our WHMIS program, including SDS files.
9. Liaises with ESDC, Transport Canada, and Ministry of Environment inspectors.

#### **SAFETY EQUIPMENT ACCOUNTABILITIES**

1. Manages all Personal Protection Equipment (PPE) inventory, requests and repairs, places and tracks orders for protective clothing, gloves, glasses, hardhats, hearing protection and boot grips, as well as employee allowances for protective footwear.
2. Issues safety equipment, provides training, and monitors for proper usage of PPE.

#### **DRIVER RECRUITMENT AND ONBOARDING ACCOUNTABILITIES**

1. Participates in driver interviews and completes road testing with drivers as part of the candidate assessment process.
2. Collects and reviews all applicant paperwork, including Drivers Abstracts and Criminal Record Checks and set up the driver files in compliance with the National Safety Code standards.
3. Coordinates all drug testing for candidates and employees.

#### **DRIVER TRAINING AND DEVELOPMENT ACCOUNTABILITIES**

1. Creates or further develops staff safety orientation and training programs and materials, including training for all drivers, drivers specialized in ethanol deliveries, drivers using specialized Central Tire Inflation or LCV equipment, and driver trainers.
2. Coordinates all internal and external training including the train-the-trainer program and trains all driver trainers to C.S. Day Transport standards.
3. Leads monthly safety meetings, coordinates and hosts 2 – 4 guest speakers each year.
4. Compiles and organizes driver training kits and materials.
5. Audits and oversees driver and driver training instruction.
6. Monitors and tracks driver training and schedules re-certifications for TDG, WMIS, PDIC, LCV, CFA, Anti-Violence & Harassment, etc. to ensure driver credentials and certifications remain current.
7. Maintains training records in compliance with NSC, OH&S, and industry standards.

#### **NON-DRIVER TRAINING AND DEVELOPMENT ACCOUNTABILITIES**

1. Completes all new staff safety orientations.
2. Delivers safety training for all non-driver staff, including managers, on Health and Safety duties and expectations.

3. Coordinates First Aid and Psychological Health & safety courses for Administrative and Shop staff and monitors for recertification.
4. Completes contractor safety training where required.

### **MONITORING AND COACHING ACCOUNTABILITIES**

1. Collects and monitors reports from safe driving monitoring software, and addresses issues as required.
2. Compiles ride along scores and monitors and evaluates trends and training outcomes.
3. Collects and reviews drivers abstracts to ensure compliance with permits and employment contracts.
4. Monitors Safety Meeting attendance of staff and ensures proper tracking of timesheets is accounted for with Administration team.
5. Initiates enforcement procedures with respect to Health and Safety infractions; collaborates with HR and the Operations Leadership Team to recommend disciplinary action where necessary.
6. Assesses driver safety habits and records for award eligibility through FCL, STA and C.S. Day Transport safety awards programs, completes nomination packages, and participates in presentations.
7. Accountable for the implementation and monitoring of business continuity policies and procedures, including the monitoring and enforcement of pandemic protocols.
8. Integrates safety performance measures within the performance management process.
9. Contributes to the overall culture of safety within the organization by leading by example and positively reinforcing safety practices.

### **QUALIFICATIONS**

1. 3-5 years of experience as a Safety Coordinator, or similar role, ideally in a field related to the transportation of petroleum products.
2. Experience as Driver Trainer an asset.
3. 1A driver's license an asset.
4. Excellent knowledge of legislations and regulations as it relates to the trucking industry and workplace safety.
5. Excellent knowledge of potentially hazardous materials or practices.
6. 2 years of experience in producing reports.
7. Experience with writing and implementing policies and procedures for health and safety.
8. Familiarity with conducting data analysis and reporting statistics.
9. Proficient in MS Office.
10. Outstanding organizational skills.
11. Critical thinker who is able to solve a diverse range of complex problems.
12. Team player.
13. Good time-management skills.
14. Excellent interpersonal and communication skills.
15. Ability to manage risks through analysis, planning and organizing.
16. Capacity to problem solve and learn independently.
17. Ability to work in a fast-paced environment and to remain calm under pressure.
18. Degree, diploma, or certificate in occupational health and safety.

### **HOURS OF WORK**

All Management roles at C.S. Day Transport require the ability to be flexible with the ability to support work that may fall outside the hours of operation for the office. As a core part of the Management team, the Safety and Training Manager is required to work flexible hours including the following:

1. As part of the Operational Leadership Team rotation, after-hours and weekend work is periodically required. The rotating responsibilities include responding to the on-call phone outside of office hours, including responding to serious incidents after hours, checking on the facilities on Saturdays, preparing our limited Sunday dispatch, and following up on matters that may need addressing, as necessary.
2. Working Stat holidays as required.