



**Livingstone Landscaping Ltd.** is the largest Landscaping Firm operating in Southwestern Manitoba & Southern Saskatchewan, with our office based in the City of Brandon. We pride ourselves in our exceptional customer service and outstanding team of employees. We offer a rewarding, friendly environment with great health benefits and competitive wages.

**Job Title:** Junior Safety Administrator

**Reports to:** Senior Production and Safety Manager, Business Manager

**Details:** Part-Time; Full-Time Summer hours

**Purpose:** The Junior Safety Administrator will work closely with the Senior Production and Safety Manager to assist with the administrative duties of the safety program at Livingstone Landscaping Ltd. This position manages a great deal of important and sensitive information and must be professional and confidential.

### **Duties and Responsibilities:**

#### **Safety Assistance:**

- Assist in the updates and compliance of our Safety and Health Program.
- Assist in developing, implementing, and maintaining our Safety and Health Program.
- Monitor the safety performance of all on-site workers to ensure they work safely.
- Identify and review various health and safety concerns at the work site.
- Review incident summary reports and take appropriate action when trends are unfavorable.
- Ensure safety reports and data are collected, documented, and revised.
- Monitor the maintenance and upkeep of the safety databases (including, but not limited to: Site Docs, Comply Works, ISN World, MPIC/AM1, Fleet Complete, Microsoft Teams, etc.).
- Ensure Safety Data Sheets (SDS sheets) for all controlled products on site are up to date and always available to workers.
- Review weekly H.I.T Lists, Working Alone Forms, Injury/Illness, and Property Damage reports promptly and report inefficiencies to the Management team.
- Advise on appropriate personal protective equipment and the cost of implementing changes.
- Assist the Safety Leader in the documentation and training programs.
- Other safety duties, as assigned.

#### **Other duties:**

- Support all office departments with administrative assistance including, but not limited to, scanning, filing, data entry, maintaining electronic files, product/inventory ordering, etc.
- Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
- Assisting with special projects for both Livingstone Landscaping and Livingstone Outdoor.
- Other duties as assigned.

#### **Qualification Requirements:**

- Strong organizational and time management skills and exceptional communication skills.
- Self-motivated individual with the ability to work unsupervised.
- Exceptional attention to detail.
- Ability to manage a diverse workload.
- Strong teamwork abilities.
- Valid Class 5F Manitoba Driver's License.

- Own vehicle is considered an asset.

**Education and or Experience:**

- 1-2 years of experience working in a Safety role is a considerable asset.
- Safety Designation is a considerable asset. (ex. NHTSA, NCSO, Canadian Construction Association Gold Seal Certification, S2SA, etc.)
  - NHTSA or NCSO Designation courses include:
    - Confined space entry and entry rescue
    - Basic first aid with CPR
    - Hazard identification and risk control
    - Leadership for safety excellence
    - Prime contractor
    - Principles of safety management
    - Safety Administration
    - Safety auditor
    - WCB 101
    - Train the trainer
- Proficient in Microsoft 365 (Outlook, Word, Excel, Teams)
- Possess basic knowledge of the construction/landscaping industry, an asset.
- Possess an understanding of Safety in the Construction Industry.

**Work Conditions:**

**Physical Conditions:**

The duties of the Junior Safety Administrator are carried out primarily in an office environment.

- Sits at a desk using a keyboard and office equipment (daily).
- Uses hands, arms, and shoulders when using various types of office equipment (daily).
- Lifts or move up to 20 lbs. (occasionally).
- Ability to cross uneven ground when doing construction site visits (occasionally).
- Ability to work outside when doing site visits for safety (occasionally).

**Psychological/Stress Conditions:**

The Junior Safety Administrator's position, workload, and environment do not generally increase employee emotional or stress levels.

- Interruptions and requests from multiple areas (daily).
- Multitasking (daily).
- Proofreading, repetitive movements such as typing (daily).
- Job demands versus time constraints (daily).
- Periods of intense concentration when meeting deadlines and during peak periods (occasionally).
- Participates in group decision-making and projects (occasionally).

**Work Conditions:**

The Junior Safety Administrator works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily).
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily).



- Self-motivated and quality driven to perform independent projects (daily).
- 15-30 hours per week

Note: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent. The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

The conditions described are representative of those that an employee must meet to perform the essential functions of the position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The successful candidate must do a Police Information Check (PIC).**

Employee Name: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_