



Site Safety Representative

Your Site Safety Rep makes certain you, your co-workers, supervisors, and management are all on the same page of the safety program.

He/she will be actively involved in all aspects of the safety aspects of the company and its operations.

The Site Safety Rep's responsibilities include, but are not be limited to:

Provide new hires with the required New Worker Orientation, including instructions, general site rules, emergency response plan details and a general safety induction prior to starting work on site.

- Forward copies of all Worker Orientation, TD1's and Sub-Contractor safety forms to the office.

Provide all sub-Contractor worker Orientation

Set-up and maintain sub-Contractor Daily Sign-In Sheet.

Ensure that any workers (including sub-contractors) who missed the last safety meeting go through the meeting minutes and are brought up-to-date on the state of current hazards.

Provide all inspector and Professional Orientation.

Initiate regular safety meetings (toolbox meetings, site safety meetings, safety committee meetings, etc.), take minutes of meetings and post in Trailer. Review all reports generated and ensure the required corrective action is taken.

- Develop safety topics relevant to the workplace for inclusion in toolbox talks and safety meetings.

Monitor and follow-up on corrective action recommendations resulting from inspections, investigations, and safety committee reports.

Communicate with Management, Supervisors, and Workers to identify safety objectives and requirements.

Establish schedules for training and education, inspections and monitoring, safety meetings, and the review of safety performance.

Conduct accident and incident investigations to ensure objectivity and thoroughness.

Inspect the workplace for safety deficiencies on an ongoing basis.

- Notify the appropriate person of any deficiencies and provide guidance for corrective action.

Monitor the WHMIS procedures and ensure workers are informed and the SDS are current.

Review, on a continuous basis, the performance of the safety program and make recommendations on changes and improvements, should they be required.

Coordinate site safety programs with the Superintendent, Foremen, and Sub-Contractors, ensuring all the company standards are met.

Report to and represent the Company during site inspections by regulatory agencies.

Conform to the Health and Safety Program and set a good example.



Leading by Example

Everyone, from head office to the worksite, must lead with their actions as well as their words.
Work safe to inspire others to work safe.
