



## Superintendent

The Superintendent (if there is one in place for your project) is the person responsible to apply the Health & Safety Program in the field.

This person shall ensure that safety procedures are applied in an effective manner and that all workers are conforming to established rules and regulations.

In some cases this work will be done by the Project manager but the responsibilities will be the same.

### **The responsibilities will include, but not be limited to, the following:**

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Initiate a Pre-Job Hazard Assessment prior to work start and determine all site specific Safe Work Procedures.

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Develop and implement Job Safety Analyses for each task conducted on-site. Maintain copies of all sub-Contractor completed Job Safety Analysis records.

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Ensure the Site Specific Emergency Response Plan and Procedures are established and posted on bulletin boards and communicated to workers.

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Ensure the anti-harassment policy is posted on bulletin boards and is communicated to and understood by workers.

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Ensure all foremen, workers, equipment operators and sub-contractors have access to the job site plans and that utility layouts are completed and readily available.

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Initiate regular site inspections, accident and incident investigations. Review all reports generated and ensure the required corrective action is taken (site inspections reports, toolbox meetings, site safety meetings, safety committee meetings, etc.).

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Oversee Foremen for conformity with their roles of worker supervision and workplace safety. Ensure the Foremen are taking immediate action to correct deficiencies in workplace safety, non-compliance with rules and regulations, and contravention of safe work procedures.

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Notify the Safety Rep of all new hires so they can provide new worker orientation.

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Coordinate the role of the Safety Rep with the Supervisor and Workers.

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Coordinate the safety performance of all sub-trades, inspectors, and other persons involved in the work process at the site.

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Keep a record of instruction, training, and corrective measures taken on the forms provided.

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Ensure that all accidents requiring medical aid are investigated, recorded and that corrective action is taken.

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Review all accident reports for underlying causes and monitor WCB claims for legitimacy and accuracy.

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Establish and maintain contact with absent workers on a WCB claim to facilitate their return to work.

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



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### **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.

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