



JOB DESCRIPTION

Construction Health and Safety Officer

Health and Safety Officer

Take direction from company Principal to manage the COR safety initiative, to include but not limited to the following:

E-compliance:

- Adds all new site jobs and give applicable site supervisor access
- Safety officer works with E-Compliance Admin. to update and make change to website
- Safety officer deals with any troubleshooting with the App
- Daily JHA for each task
- Daily Inspections of Equipment before use
- Once a week Site Inspections
- Once a week Tool Box talk
- Monthly Fire Extinguisher & First Aid Inspections
- Monthly Joint Health & Safety Committee Inspection (JHSC)
- Incident Reports – if any occur
- Periodical Site Inspections by Safety officer

Job Hazards Assessments (JHA):

- Communicates with supervisors and workers involved in task; what is the task, who is performing the task and any risk involved in the task; are created for all task (office, sites, drivers);
- Provides schedule to all Supervisors of when all JHA are to be done by; i.e. applying membranes or painting; find out steps involved (hazards, risk and control)
- Create a Hazard Assessment including:
 - Review the JHA in chart form before publishing
 - Train all site supers and foremen on the E-Compliance mobile app
 - Review the JHA that is submitted by site super or foreman; if all is good, file the JHA in the Lock Inspection and can create a PDF if needed
 - Pre-Job Hazard Assessments for new projects, upload every employee that will be on job, all training certificates (will receive updates when certificates are expiring
 - create templates for inspection of all equipment (shop & sites)
 - reviews all equipment manuals and uploads inspection section of the manual to E-Compliance website



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Construction Health and Safety Officer

- Incident Investigation Reports - for all workplaces i.e. office, shop, sites
 - Code of Conduct
 - Violence in the Workplace
 - Risk Assessment

Develop Health & Safety Program/Manual:

As per the SOP

Project Start Up:

As per the SOP

Training:

As per the SOP

Regular ongoing site inspections:

- Prepare a site inspection visit based on the sites that are active or prior to start or project
- Use Ecompliance inspections to completed site inspections.
- Observe the work in progress
- Confirm if workers are performing tasks/duties/job according to SWP, SJP and JHA.
- Review Swing Stages inspections to ensure its completed as per manufactures instructions
- Things to look for: Refer to detailed list in SOP

COR Certification

- ensure the program remains ongoing and tracked, as we must undergo a safety audit each subsequent year in order to maintain good standing with IHSA.

In addition to the above noted items, perform all the standard duties expected in the Construction industry from a **Construction Health and Safety Officer** (ref: job duties noted in previous occupations with 'Smart Safety Solutions, and 'Urbancorp Toronto Management Inc.).