

Name \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_ Project \_\_\_\_\_

Contact # \_\_\_\_\_

Email \_\_\_\_\_

To be completed by a member of the PCML Site Team

Scope of Work \_\_\_\_\_

This information can be found on the **Trades List** available through Polynet. If the Employer identified above is different from the Subtrade/Supplier on the Trades List (i.e. Employer is a subcontractor) then include the Subtrade/Supplier name.

## Regulatory Definition and Excerpt

"supervisor" means a person who instructs, directs and controls workers in the performance of their duties;

### Workers Compensation Act - Part 2 Division 4 Section 23 - General Duties of Supervisors

- (1) Every supervisor must
- (a) ensure the health and safety of all workers under the direct supervision of the supervisor,
  - (b) be knowledgeable about the OHS provisions and those regulations applicable to the work being supervised, and
  - (c) comply with the OHS provisions, the regulations and any applicable orders.
- (2) Without limiting subsection (1), a supervisor must
- (a) ensure that the workers under the supervisor's direct supervision
    - (i) are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and
    - (ii) comply with the OHS provisions, the regulations and any applicable orders,
  - (b) consult and cooperate with the joint committee or worker health and safety representative for the workplace, and
  - (c) cooperate with the Board, officers of the Board and any other person carrying out a duty under the OHS provisions or the regulations.

Supervisor Initials	
---------------------	--

## PCML Expectations of Supervisors

The details of Polygon's expectations can be found in the PCML H&S Program. The following is a summary;

- All workers under my supervision will complete a Site Safety Orientation for this site before engaging in any work at this site.
- New or Young workers under my supervision will have completed or be given an orientation that meets the requirements of BC OHSR 3.23. I will follow up with the CSO for any New or Young workers who will receive their New or Young worker orientation while at this site.
- All workers under my supervision will be provided with and use the necessary Personal Protective Equipment (PPE) for any task they are expected to perform.
- Any worker under my supervision who is exposed to a fall hazard will be instructed on the fall protection system for the area and the procedures to be used. I will follow up with the CSO for any workers who receive their instruction while at this site.
- If a worker cannot communicate in English another worker within the same scope of work who can act as a translator will be on site anytime the worker who cannot communicate in English is working on site.
- I will conduct and/or attend meetings required by the PCML H&S Program for safety coordination.
- I will promptly inform the First Aid Attendant, CSO, or Site Superintendent of any incident or injury involving workers under my supervision.

Supervisor Initials	
---------------------	--

I have been reminded of my General Duties as a Supervisor under the Workers Compensation Act and advised of PCML's expectations of me as a Supervisor.

Supervisor  
Signature: \_\_\_\_\_

Site Safety  
Signature: \_\_\_\_\_