



Guidelines for the Site Safety Coordinator

Document Submission

This document lays out the guidelines for submitting documentation from a Project Site to the Head Office.

Document	When to submit
Weekly Record of Site Safety Activity – Appendix X	Weekly by 9:00 AM Monday
Trade and/or Site Safety Meeting Minutes – Appendix K or equivalent	With Appendix X or earlier
Safety Violation Notice – Appendix G	Same Day
Incident/Near Miss Investigation – Appendix M or equivalent	upon Completion or as requested
WorkSafeBC Orders	upon Receipt

Ways to Submit

The following methods can be used to submit safety documentation to the Head Office

Email (preferred)

Documentation can be scanned or imaged and emailed to safety@polyhomes.com. If the documentation is emailed you should use the “Delivery Receipt requested” feature of MS Outlook or request a reply confirming receipt in the body of the message.

Multimedia Messaging

If email is not available then imaged documents can be sent via MMS / TXT from a mobile device to the Mobile / Cell Number for the Safety Manager.

Fax

Fax to the Construction Fax Line at (604) 876-7610.

If the Construction Fax Line is busy or unavailable, fax to (604) 876-1258 – this is the Reception Fax Line and ensures the Safety Manager will be notified of a received fax.

If electronic communication is not possible from your location or there is another issue;

Call the Safety Manager at (604) 871-4248