

Site Safety Coordinator – Key Items

Under the PCML H&S Program it is the responsibility of the Site Superintendent / Quality Supervisor to ensure that the responsibilities of the Site Safety Coordinator are carried out by a competent person. As there is a high degree of documentation and reporting expected of the Site Safety Coordinator on a Polygon Construction site, this Guideline is intended to help familiarize a new or temporary Site Safety Coordinator with the expectations that are considered to have the highest priority.

1. Ensure **every** worker is given an orientation for the site **before** they begin work¹
2. Perform the required number of inspections per day²
3. Ensure the First Aid Assessment and Emergency Response Plan(s) are current, and have been reviewed with all workers and supervisors involved
4. Ensure First Aid is being delivered and documented in accordance with current standards
5. Document Safety Violations where necessary and provide to the Site Superintendent / Quality Supervisor for review
6. Identify Incidents and ensure they are correctly investigated by the appropriate parties
7. Ensure Hot Work Permits (Appendix O) are issued where required and the process followed in full³
8. Ensure After Hours First Aid Agreements (Appendix C) are completed in full when necessary
9. Ensure Contractors conduct Toolbox Talks as required⁴
10. Submit a Weekly Report (Appendix X) to the Head Office every week **before** 9:00 AM Monday

¹ See Guideline “Site Safety Orientation – Appendix A” for further details and guidance

² See Guideline “Daily Inspection Report – Appendix F” for further details and guidance

³ See Guideline “Hot Works Permit – Appendix O” for further details and guidance

⁴ See Guideline “Toolbox Talks” for further details and guidance