

Site Safety Coordinator (CSO) – 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 (CSO) are carried out by a competent person. As there is a high degree of documentation and reporting expected of the CSO 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 a [Site Safety Orientation](#), including any supplementary orientations, 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 Violation Notices](#) ([hardcopy version](#)) where disciplinary action is appropriate.
6. Identify Incidents and ensure they are correctly investigated by the appropriate parties ([Flowchart](#))
7. Ensure [Hot Work Permits](#) are issued where required and the process followed in full³
8. Ensure [After Hours Safety Agreements](#) are completed in full when necessary
9. Ensure Contractors conduct Toolbox Talks as required⁴
10. Submit a [Weekly Record of Site Safety Activity](#) ([hardcopy version](#)) to the Head Office every week before 9:00 AM Monday

Scan the following QR code to view to online version of this document.



¹ See the Guideline for [Site Safety Orientation – All Workers](#)

² See the Guideline for [Daily Safety Inspections and Notes](#)

³ See the Guideline for [Appendix O – Hot Works Permit](#)

⁴ See the Guideline for [Toolbox Talks](#)