



BULLETIN – SAFETY #1

Site Safety Coordinator Absence with Short Term Notice

Date: October 2, 2012

To: All Construction Site Staff and Construction Managers

Copies: HSP

Applicable to: Active Construction Sites

Issue:

First Aid coverage and Safety Coordination during construction is of paramount importance and must be maintained. It is conceivable that, due to unforeseen circumstances, the Site Safety Coordinator may not be able to provide adequate notice regarding an absence.

Action:

If unable to arrive or remain on a project site, the Site Safety Coordinator will contact the Site Superintendent or Quality Supervisor for the project and provide the following information:

1. That he or she is unable to arrive (or remain) on site.
2. A brief reason for absence (injury, illness, family emergency, etc.)
3. An expected time/day of return

The Site Superintendent or Quality Supervisor will then contact the Construction Manager for the project and the Safety Manager (email or voicemail is acceptable). If neither is available to respond that day, the Superintendent or Quality Supervisor will contact the Senior Vice President of Construction responsible for the project.

First Aid

Another worker on site with a valid Occupational First Aid certificate that meets the minimum standard of First Aid as required by the First Aid Assessment for the site and Schedule 3-A of the OHS Regulation may assume the responsibility of First Aid Attendant. This worker must not participate in any high risk activities and be able to maintain the level of cleanliness necessary to render First Aid while they are acting as the First Aid Attendant.

If there is no worker on site with a valid OFA certificate that meets the minimum standard to assume the responsibility of First Aid Attendant, then all high hazard and high risk activities must cease. The Site Superintendent or Quality Supervisor must contact a labour supply company and direct them to provide a First Aid Attendant with a valid OFA certificate that meets the minimum standard. Once an appropriate First Aid Attendant is on site then high hazard and high risk activities may resume.

Safety Coordination

If the expected absence is one day or less, the Site Superintendent or Quality Supervisor may perform the duties of the Site Safety Coordinator. If the expected absence from site will be greater than one day, the Site Superintendent or Quality Supervisor must contact a labour supply company, directing them to provide a qualified Construction Safety Officer (CSO or CSC certificate) with a valid OFA certificate that meets the minimum standard for the site.






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Once the Site Safety Coordinator has returned to site and resumed duties, both the Construction Manager for the project and the PCML Safety Manager must be advised. This should be done by either the Site Superintendent or Quality Supervisor.

Reminder:

For assistance with matters of safety coordination and first aid do not hesitate to contact the Safety Manager.

Approved by:

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