

Responsibility & Safety Accountability Table of Content

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1.1 - Responsibilities & Safety Accountability

Assignment of Responsibility and Accountability for Safety

Senior Managers

1. To plan, direct and coordinate activities of staff involved in developing procedures, equipment requirements and techniques to solve problems.
2. Review technical aspects of projects to assist staff and assess productivity in different lines of research.
3. Review project operation to ensure coordination of efforts and timely submission of reports.
4. Analyze reports to evaluate program effectiveness and budgetary needs

Managers

1. To provide information, instructions, and assistance to all supervisory staff in order to protect the health and safety of all our employees.
2. To understand and enforce our accident prevention policy as well as the occupational health and safety legislation.
3. To provide all supervisory staff with an understanding of our accident prevention program as well as relevant occupational health and safety legislation.
4. To provide all supervisory staff with proper, well maintained tools and equipment plus any other special personal protective devices which may be required.
5. To provide ongoing safety education programs and approved first aid training courses as required.
6. To monitor projects and departments and hold them accountable for their individual safety.

Supervisors

1. To know and apply the firm's safety policy and relevant occupational health and safety legislation.
2. To advise all employees of any potential or actual dangers and how to isolate, prevent, and/or remove them.
3. To ensure that every worker under the supervisor's supervision use all hazard controls, and properly maintain personal protective equipment designated or provided by the employer or required to be used by OH&S regulations code and act.
4. To arrange for medical treatment as required, in the case of injury or including transportation to a doctor or hospital as necessary.
5. To report all incident, unsafe acts or harmful work immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.
6. To carry out regular inspections of the workplace to ensure a safe and healthy environment.

7. To ensure that none of the worker under the supervisor's supervision are subject to or participate in harassment or violence at the workplace.

Workers

1. To read, understand, and comply with this company's safety policy, safe work practices, procedures, and rules.
2. To wear the safety equipment, personal protective devices and clothing required by regulations and his/her employer.
3. To notify their supervisor of any unsafe conditions or acts that may be of danger to other workers or themselves.
4. To report all accidents and injuries to their supervisor as soon as possible.
5. Take every reasonable precaution to protect the safety of other workers and themselves.
6. No Smoking except in designated areas.

First Aid Attendant Responsibility

1. First aid attendants are to be familiar with the OH&S regulations with regards to first aid requirements and duties.
2. All first aid attendants must have a wallet certificate for proof of training.
3. Fill out and be familiar with all pertaining forms.
4. Attendant is in complete charge of all first aid treatment of an injured worker until passed on to a more qualified person.

Safety Officer

1. Responsible for daily administration of the safety program.
2. Post all safety bulletins, safety posters, safety rules and regulations.
3. Assist Supervisors in accident investigations, analysis and preparation of accident reports and summaries.
4. Ensure that pertinent safety reports are submitted as required.
5. Prepare a description of identified unsafe conditions and the steps taken to correct these conditions.
6. Maintain a list of safety equipment purchased.
7. Prepare a copy of inspection reports on shop inspections.
8. Prepare a copy of the field safety inspection check list.
9. Ensure that corrective action has been taken whenever deficiencies are identified.
10. Assist with safety seminars and training.
11. Maintain current knowledge of safety literature, regulations and codes of practice.
12. Establish schedules for hazard assessments/tailgate meetings and worksite inspections.
13. Review the accident reports to keep informed about the project and company safety performance.

1.2 - Job Descriptions

Job Descriptions

Office Personnel – Perform duties requiring knowledge of office management systems and procedures. Office duties may be assigned in accordance with the office procedures of individual knowledge and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, filing, planning, budget and organize a company's development and growth. Daily Task with Hazards;

- Paperwork [ergonomics, mechanical, work environment]
- Making coffee [work environment]
- Stocking Supplies [ergonomics, work environment]
- Meetings [Social, Co-activity]

Human Resources – Provides personnel assistance in identifying, evaluating, and resolving human relations and work performance problems within the company to facilitate communication and improve employee human relations skills and work performance. They attend meetings of managers, supervisors, and work units to facilitate effective interpersonal communication among participants and to ascertain human relations. Solve work related problems that adversely affect employee morale and establishment productivity. Hold and attend job fairs to recruit employees to our company. Daily tasks with hazard;

- Paperwork [Ergonomics, Mechanical, work environment]
- Public Relations/Meetings [Co-activity, Social]

Safety Advisor - Plan and implement safety programs, conduct formal and informal inspections of construction projects. Develops and conducts training to assist managers, supervisors, and worker in work related skills and improve their knowledge base. Throughout the season Advisors, visit construction sites to perform site inspections and ensure the crews are following procedures and practices. Monitoring construction stats and compare them with the company stats to ensure we are up to industry standards. Continually upgrading safety courses and keeping up to date with the changes in the industry. Daily Task with Hazards;

- Site Inspections [Environmental, Co-activity, Work environment]
- Paperwork [Ergonomics, Mechanical, Work environment]

Managers–Plans, directs, and coordinates activities of staff involved in developing procedures, equipment, and techniques to solve problems. Reviews technical aspects of projects to assist staff and assess productivity in different lines of research. Reviews project operations to ensure coordination of efforts and timely submission of reports. They also analyze reports to evaluate program effectiveness and budgetary needs. Monitor construction projects from start to finish. Daily tasks with hazards.

- Paperwork [Ergonomics, Mechanical, Work Environment]
- Meetings [Social, Co-activity]

Supervisors- Plan, coordinate, budget, and supervise construction projects from early development to completion. Although many construction Supervisors work from a main office, most are constantly visiting the construction site where they monitor the project and make decisions about construction activities. Daily Task with Hazards;

- Site Inspections [Environmental, Co-activity, Work Environment]
- Paperwork [Ergonomics, Mechanical, Work Environment]
- Helping employees [Mechanical, Work Environment, Environmental, Co-activity, Social, Substances]

Foreman - Coordinate construction projects and make daily decisions about construction activities. They are responsible to facilitate and provide proper instruction to their workers on protection requirements and OH&S regulations. They are the front line to ensuring the safety of the work place and must feel comfortable enough to deem someone competent. Daily task with hazards;

- Site Inspections [Environmental, Co-activity, Work Environment]
- Paperwork [Ergonomics, Mechanical, Work Environment]
- Helping employees [Mechanical, Work Environment, Co-activity, social, Substances]

Equipment Operators - drive, manoeuvre, or control the heavy machinery/vehicles used to construct roads, bridges, guardrails, and other structures. Construction equipment operators work in nearly every type of climate and weather condition. Workers often get dirty, greasy, muddy, or dusty. Most work on a seasonal basis and some operators may have irregular hours. Some construction projects, especially road building, are done at night. Operators must feel comfortable operating the equipment and have knowledge on maintain their equipment. Daily task with hazards;

- Operate Equipment [Work Environment. Co-activity, Mechanical, Substances, Lighting, Climate and Vibrations/Sound]
- Load / unload Equipment [Mechanical, Work Environment, Co-activity, Social, Substances, Electrical, Climate, and Vibrations/Sound]
- Fuelling [Work Environment, Substances, Social, Climate]
- Vehicle inspections [Work Environment, Social, Mechanical, Climate]
- Changing teeth/Loading Paint [Mechanical, Work Environment, Ergonomics, Substances, Vibrations/Sound]

Labourers - do many basic tasks that require physical labour on construction sites. Most construction labourers work seasonal and do physically demanding work. Majority work outdoors in all weather conditions and are responsible to dress appropriate. General workday consists of 12-15 hour days and requires that individuals are physically fit. Construction

labourers have one of the highest rates of injuries and illnesses which make it important to be on top of maintaining good health. Daily task with hazards;

- Spotter [Mechanical, Lighting, Climate]
- Shovel [work environment, Climate, Ergonomics, Substances]
- Road marking [Mechanical, Ergonomics, Climate, Substances, Work Environment]

Flag person - do many tasks that require physically demanding work. They are required to maintain traffic flow safely through a work zone. They set up the Traffic accommodation and keep an open line of communication with the crew. They are the first line of defence against the public and must feel comfortable in giving directions and taking directions. They must be able to maintain an active mind throughout the day as they are generally working alone at their station and not permitted to use electronics other than radios for communication. Daily task with hazards;

- Maintain traffic control [Social, Co-activity, Ergonomics, Substances, Climate]
- Public relations [Social, Co-activity]
- Signage set up [Mechanical, Ergonomics, Social, Substances, Climate, and Work Environment]

Truck Driver– Load and unload equipment and supplies, delivery to multiple sites, re-fuelling of equipment and assist crew when needed. Most work seasonal and some drivers may have irregular hours but must always stay within regulations. If required they must maintain a drivers log. Drivers drive in every kind of weather condition and must feel confident behind the wheel. daily task with hazards;

- Load / unload Equipment [Mechanical, Work Environment, Co-activity, Social, Substances, Electrical, and Climate, Vibrations/Sound]
- Driving [Social, Substances, Lighting and Climate]
- Fuelling [Work Environment, Substances, Social, Climate]
- Vehicle inspections [Work Environment, Social, Mechanical, Climate]
- Re-filling Paint/Plastic [Ergonomics, Mechanical, Work Environment, Co-activity, Vibrations/Sounds, Climate]
- Re-Filling Water [Ergonomics, Mechanical, Work Environment Vibrations/Sounds, Climate, Co-activity]

Lab Tech – Conducting AASHTO and ASTM certified testing, designing chip seal surface treatments, testing aggregates and establish quality standards efficiently. Daily task with Hazards

- Running tests- [Mechanical, Work Environment, Co-activity, Substances, ergonomics],
- Helping employees [Mechanical, Work Environment, Co-activity, social, Substances]
- Meetings [Social, Co-activity]
- Paperwork [ergonomics, mechanical, work environment]
- Making coffee [work environment]
- Stocking supplies [ergonomics, work environment]

NOTE:

Lab Tech, Equipment Operator, Labourer, Flagger and Truck drivers are all classified as workers. They may be asked to perform any of the tasks listed under each title. Foremen may be required as well to do any of the workers tasks.