

SECTION 17 – RESPONSIBILITIES

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MANAGEMENT RESPONSIBILITIES

Lead by example and ensure the GRD Construction Ltd. Loss and Prevention Program is consistently implemented, reviewed and improved.

Action required:

- Participate in company safety committee meetings once a month.
- Promote and monitor ongoing safety training for personnel at GRD Construction Ltd.
- Review and sign Project Safety Records, include Daily Hazard Assessments during site tours and inspections. Take any required action.
- Authorize necessary expenditures for the company Safety Loss and Prevention Program.
- Participate in safety training as required.
- Ensure all established Health and Safety Policies and procedures are administered and enforced.
- Ensure all policies, practices and procedures are reviewed annually.
- Lead by example in the appropriate use of Personal Protective Equipment at the worksites.

FOREMAN RESPONSIBILITIES

Lead by example and ensure the GRD Construction Ltd. Loss and Prevention Program is consistently implemented, reviewed and improved.

Action Required:

- Complete Project Pre-job hazard assessment prior to the commencement of work activities on a new site then daily hazard assessment form.
- Ensure compliance and knowledge of all workers with Workplace Health and Safety Regulations as well as GRD Construction Ltd. Safety and Loss Prevention Program.
- Complete a Daily Hazard Assessment at the beginning of each shift as new hazards are introduced. Document, make available and discuss these hazards Assessments at toolbox meetings or as necessary.
- Report all incidents/near misses within 4 HOURS of their occurrence. Ensure all incidents, or near misses are investigated and documented within 24 hours of their occurrence.
- Ensure an adequate supply of personal and protective equipment is provided at your job site.
- Conduct toolbox meetings on a weekly basis and document appropriately.
- Conduct informal safety inspections daily document findings if appropriate.
- Keep a Maintenance Log for equipment and tools on your jobsite.
- Maintain organized and up to date files for all safety documentation on each project.
- Monitor good housekeeping in each work area.
- Participate in Safety training as required.
- Assist in maintaining a first aid log and first aid equipment.
- Correct work site conditions which may cause or have caused an incident or a near miss.
- Lead by example in the appropriate use of personal Protective Equipment at the worksite.

SAFETY COORDINATOR RESPONSIBILITIES

Lead by example and ensure GRD Construction Ltd. Safety and Loss Prevention Program is consistently implemented, reviewed and improved.

Action Required:

- Participate in updating GRD Construction Ltd. Safety and Loss Prevention Program manuals as required.
- Stay current with safety legislation and inform management of any new changes.
- Assist with incident investigations as needed, review all incidents to stay informed of the company's performance.
- Participate in site inspections to identify and correct unsafe work practices and conditions, document and make results and recommendations available to all employees on site.
- Review and sign Project Safety Records, including Daily Hazards Assessments during site tours and inspections. Take any action required.
- Communicate safety violations to Foreman/Supervisors and ensure correct action is taken.
- Participate and expedite safety training as required.
- Lead by example in the appropriate use of Personal Protective Equipment.
- Assist in ensuring that all necessary forms are maintained and provided to foreman/supervisors.
- Assist in providing all first aid and health and safety equipment as needed.

WORKER RESPONSIBILITIES**Workers are responsible to ensure that:**

- They receive a jobsite orientation and know and comply with the requirements of GRD Construction Ltd. Safety and Loss Prevention Program and OH&S and/or WCB code and regulations and applicable orders.
- They report all unsafe conditions, practice and all work related injuries and health problems.
- They notify their foreman of any unsafe conditions or acts that may be of danger to other workers or themselves' and they take or assist in taking corrective actions, when practical to eliminate potential hazards.
- They carry out work in accordance with established safe work procedures and safe work practices.
- They maintain good housekeeping in their work area.
- Lead by example in the appropriate use of Personal Protective Equipment (PPE). They maintain the equipment in good working condition and do not use it if condition is compromised.
- Participate in safety training as required.
- Participate in improving all Health and Safety policies and practices.
- Participate in inspecting all equipment that they use prior and during daily use.
- Respect all of the company's equipment and help in maintain it in good working condition.
- They behave in a respectable manner towards all workers and supervisors on all their jobsites.

SUBCONTRACTOR RESPONSIBILITIES

Subcontractors on the company's jobsites shall comply with the GRD Construction Ltd. Safety and Loss Prevention program, all WCB and/or OH&S regulations and are themselves responsible for their own health and safety.

All subcontractors shall:

- Comply with all WCB and/or OH&S regulations.
- Plan and execute all work in a way that complies with WCB and/or OH&S regulations.
- Can demonstrate that they are covered by WCB.
- They provide employees that are trained and competent in performing their required work.
- They report all incidents, loss or no loss, and investigate lost time incidents.
- They provide all first aid necessities on the sites that they work on, including, but not limited to: trained first aid personnel, first aid transportation, first aid equipment, etc...
- They follow all WHIMIS regulations and provide MSDS's if required.
- They cooperate with all safety representatives having jurisdiction at the sites that they perform work at.
- If they have any doubt regarding the meaning or interpretation of the company program, they contact the job superintendent and/or safety coordinator.

Instruction

Before commencing work, subcontractors shall contact the contractor for any special instruction regarding the job hazards or information pertaining to the job site. They explain the rules and regulations to their employees and secure their compliance with their compliance with it.

Worksites

They attend job site orientation meeting

They provide and enforce the use of adequate PPE

They provide GRD Construction Ltd. with all necessary documentation

They immediately correct and report any unsafe conditions or practices reported or observed.

They follow all WHIMIS policies.

SUBCONTRACTOR SAFETY VIOLATION NOTIFICATION FORM

Date: _____ Time: _____ AM/PM

Project: _____

Given to: Company: _____

Name: _____

This notice is to advise that the following safety violation(s) have been discovered in work areas or with workers under your control or supervision. You are hereby requested to immediately correct these problems in accordance with the GRD Construction Ltd. Safety & Loss Prevention program and/or OH&S and /or WCB regulations. Failure to comply with these requests will result in further company action as per our subcontracted agreement.

Safety Violation:

- | | | | |
|---------------------|--------------------------|-----------------|--------------------------|
| Employee Safety | <input type="checkbox"/> | PPE | <input type="checkbox"/> |
| Equipment Operation | <input type="checkbox"/> | Fall Protection | <input type="checkbox"/> |
| WHIMIS | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Housekeeping | <input type="checkbox"/> | | |

Description of Violation(s):

Worker Signature: _____

GRD Construction Ltd Supervisor: _____