

Appendix – 4 B During Construction Procedures

The following are reminders of related health and safety duties that the site management team will be required to follow in order to successfully implement the health and safety program. This list should not be considered all-inclusive other activities will be required to fully implement the Health and Safety Program.

Site Management Team

Initial Requirements

1. Review During Construction Procedures (This List)
2. Review Health and Safety Program
3. Complete Pre-Project Checklist
4. Complete Postings Checklist
5. Set schedule for Trade Contractor Orientation meetings and provide them with the Trade Contractor Safety Package
6. Establish the Joint Health and Safety Committee (post names on the Health and Safety Bulletin Board)
7. Provide training to existing and new Employees utilizing the Employee Guidelines (Section K)

Ongoing

1. Conduct daily general health and safety checks of the workplace. Maintain logged notes of actions taken during or after the inspections.
2. Conduct documented weekly health and safety inspections.
3. Conduct weekly Toolbox Safety meetings
4. Conduct scheduled Trade Contractor Orientation Meetings
5. Hold regular Joint Health and Safety Committee Meetings
6. Discuss health and safety during trade contractor progress meetings

As Needed

1. Follow-up on health and safety issues and document actions
2. Conduct monthly safety inspections with the site Worker Health and Safety Representative
3. Take Disciplinary actions against those who do not follow the legislative requirements and site policies
4. Conduct Incident/Accident Investigations
5. Accompany Governing Authorities while they are the project
6. Accompany the Health and Safety Consultant during Site Audits
7. Arrange for on-site training (e.g. Construction Safety Association of Ontario – Mobile Classroom)