

## JOB DESCRIPTION | CONSTRUCTION SAFETY OFFICER – SITE SPECIFIC

### Job summary:

This position is responsible for all safety processes and procedures on designated construction site, including third parties operating on Farmer contracted projects. Reporting to the site superintendent, the construction safety officer enforces company safety policy and work procedures. This position works with the site superintendent, company construction safety officer, and general superintendent to complete accident investigations to ensure a safe working environment for all personnel and third parties.

### Key responsibilities

- Administer First Aid to personnel for designated jobsite
- Monitor compliance of safety policy and regulations
- Promote a culture of safety within organization and on jobsite
- Support the enforcement of safety processes, practices and safety management plans
- Manage return to work program for site staff
- Coordinate with WorkSafe BC regarding site specific injury management

### General duties by function

#### Policy & Regulation Maintenance

- Monitor compliance of company health and safety policies and procedures
- Ensure a safe working environment for all personnel and third parties
- Raising health and safety awareness and reporting on key issues
- Advise on provisions to minimize safety risks
- Enforce OHS policies (e.g. accident reporting process)
- Collaborate with managers to ensure site complies with relevant safety legislation and regulations and identify safety issues
- Liaise with and report to official regulatory bodies on OHS matters
- Attend, participate and / or facilitate safety meetings including Safety Committee meetings and Toolbox Meetings

#### Site Safety Inspections

- Perform daily site inspections
- Carry out safety corrective actions as a result of site inspections, investigations or compliance requirements
- Intervene in unsafe activities or operations and take action to correct unsafe conditions, performance or actions
- Accompany WorkSafe BC inspectors or other health and safety representatives
- Report accidents, unsafe conditions, and unsafe acts to superintendent

### Accident Investigation

- Respond immediately to safety incidents / accidents ensuring risk mitigation strategies are implemented in a timely manner
- Support the incident management process in investigations, data gathering and reporting
- Advise on corrective actions for all incidents, accidents or near misses
- Direct accident investigation procedures

### Record Keeping

- Assist with internal COR audits, when required
- Keep records of safety-related incidents and propose corrective actions
- Complete and provide site safety reports, as required
- General management of safety administration, as required
- Maintain and manage safety records, logbooks, registers and documentation, as required

### Safety Officer Training

- Organize and track health and safety training of site staff
- Organize and conduct OHS training plans
- Conduct site safety orientations and training as required

### Education & Experience Requirements:

- CSO Certification or equivalent, mandatory
- Red Seal Endorsed Carpenter, preferred
- Required Health and Safety courses, including: fall protection, confined space, injury management, WHMIS, and fit test trainer, mandatory
- Minimum First Aid Level 2 certification, mandatory
- Minimum 2 years' experience in health and safety in the construction industry, mandatory
- 2+ years' experience in the construction industry, mandatory
- Approved Internal COR Auditor, an asset

### Qualifications

- Good computer skills - MS Excel and MS Word
- Excellent verbal and written communication skills
- Highly organized and detail oriented
- Education in Occupational Health and Safety or Risk Management
- Working knowledge of BC Occupational Health and Safety Act legislation and regulations
- Passionate about health and safety
- High level of integrity, confidentiality, and accountability
- Strong work ethic and positive team attitude
- Sound analytical thinking, planning, prioritization, and execution skills



- Demonstrated competence in the areas of safety, people management, project execution, cost control, quality and administration
- Sound knowledge of construction and building techniques and ability to read and interpret contract drawings and specifications, an asset
- Proactive problem-solver that can manage difficult situations with positive results