

LOSS CONTROL **RESPONSIBILITIES**

This section can be used as a guide for assignment of loss control responsibilities. Each member's organization and management size will determine the levels required for their program. Use this section to assess your needs and reinsert a program that meets your needs.

1. Vice Presidents

The responsibility for the job's overall safety performance is vested in the vice president.

a. Administrative Functions

- Administer the safety program throughout the projects.
- Participate in inspections of jobsites.
- Assign responsibilities for implementing the safety program.
- Review serious and disabling accidents personally to satisfy his/herself that accident causes are being investigated and proper corrective action is taken for the prevention of a reoccurrence.
- Evaluate individuals and their ability to administer safety techniques before assigning them to management positions.

b. Control Functions

- Insure that all supervisors meet the basic requirements of the safety program.
- Review monthly records of safety activities.

2. General Superintendents/Project Manager

The individual responsible for an assigned project and who supervises and coordinates the activities of the foremen.

The responsibility for the safety performance of a project is vested in the general superintendent/project manager who is accountable to the vice president for the safe operations and the capabilities of individual members of the project crew as a whole.

The general superintendent is responsible for:

a. Administrative Functions

- Make daily observation of foremen's safety activities and see that the foremen meet the basic safety requirements on rules and regulations.
- Make spot checks of working conditions on the job. Correct any unsafe conditions.
- Assign specific pieces of equipment to foremen for weekly inspection for unsafe conditions.
- Maintain identification of emergency equipment, physical hazards and utilities.
- Develop, by occupation, protective apparel required, check on foremen's enforcement procedures, and make spot checks for compliance.
- Instruct foremen in the indoctrination of new or transferred employees and review follow-up by foremen.
- Report all accidents in accordance with the company policy. Review all accidents with foremen.

b. Control Functions

- Review foremen's safety activities weekly to determine that the basic safety program is being met.
- Make daily spot checks for housekeeping, unsafe acts, conditions, and compliance to safety rules and procedures.

c. Training

- Attend all assigned safety meetings.
- Instruct foremen in specific safety duties and responsibilities.
- Instruct all foremen in the procedure for the care and treatment of the sick or injured employee.

3. Supervisor (foreman)

The individual responsible for an assigned job and is in daily contact with employee, maintenance, production, and services of that job.

The responsibility for the safety of assigned employees and the safe conditions of the work area and/or equipment is vested in the foreman who is accountable to the general superintendent, vice president, or owner.

The foreman is responsible for:

a. Administrative Functions

- Enforce all safety rules and report hazards not covered by present rules.
- Instruct each assigned employee in all general and specific safety rules.
- Enforce the wearing of protective apparel and equipment, and make periodic checks to appraise the condition of safety equipment.
- Make individual safety contacts with each assigned employee.
- Hold a weekly tailgate safety meeting with all assigned employees.
- Maintain the identification of emergency equipment and physical hazards.
- Make daily visual inspections of job work areas and take steps to correct unsafe practices or unsatisfactory conditions, and require all employees to maintain a high standard of housekeeping, replacement of equipment guards, etc.
- See that injured employees receive prompt first aid and medical treatment, make a thorough investigation of all accidents in his crew. Call in the first report of the accident (IA-1) to the office and turn in a supervisor's accident investigation report.

b. Control Functions

- Make daily spot checks and take necessary corrective action regarding housekeeping, unsafe conditions, violations of rules, unsafe practices, ladders, tools, etc.
- Make quarterly inspection of tools, equipment, and submit a written report to the general superintendent.

c. Training

- Instruct personally or provide instructions to employees for safe and efficient performance of their jobs.
- Attend all assigned and scheduled safety meetings.

4. Safety Director

The individual responsible for staff and operation location coordination of safety activities.

a. Administrative Functions

- Check daily safety experience of divisions.
- Advise and counsel with vice president in promoting, coordinating, and evaluating the safety activities.
- Review all accidents; take part in the view and investigation of all serious and disabling injuries.
- Maintain a continuing educational and safety promotional program to supervisors and employees.
- Maintain all necessary records and prepare statistical reports on safety performance and activities.
- Be aware of state and federal laws, directives, standards, and codes dealing with employee safety and health.
- Assist and advise management in proper administration of the safety program, including:
 - (1) Training
 - (2) Inspection of Facilities
 - (3) Project Medical Facilities
 - (4) Investigation of Accidents
 - (5) Purchase of Safety Equipment
 - (6) Color Coding and Guarding of Equipment
 - (7) State and Federal Laws and Standards
 - (8) Safety Competition Within the Company
- Establish a training program, which will develop in each member of supervision a strong safety attitude and a clear understanding of their duties and responsibilities.
- Establish proper communication at all levels of management in regards to the safety program.

b. Control Functions

- Review reports of company safety activities with the vice president.
- Make periodic appraisals with the vice president to observe the safety program's effectiveness.
- Distribute statistical reports on safety performance and activities to company management.
- Audit the effectiveness of the safety program.
- Review all training activities.

c. Training

- Coordinate the training activities of the safety program.
- Issue periodic safety bulletins.

5. Employee Responsibility

Company policy: It is the responsibility of all employees to perform their jobs and conduct themselves in compliance with all company safety rules and regulations.

Failure of any employee to follow safety rules and regulations leaves them open to disciplinary procedures up to and including discharge after adequate warnings. Such safety rule enforcement will be applied on a non-discriminatory basis.