

<b>JOB TITLE: Construction Safety Officer</b>	<b>DATE REVISED: January 2022</b>
<b>DEPARTMENT: Safety</b>	

*The drive to deliver a new standard in construction led to the creation of Urban One Builders in 2011. Our company quickly established itself as a leader in the large-scale, mixed-use construction industry in Western Canada. Our success is founded on our team of exceptional people and the principles of innovation and collaboration. We strive to create an organization that is inclusive and transparent to our people. Urban One Builders is a full-service construction company focused on the building of multi-family residential, mixed use, commercial and institutional projects.*

**POSITION SUMMARY**

The Construction Safety Officer (CSO) is responsible for ensuring Urban One’s Safety Program is strictly adhered to on assigned projects. The CSO will be assigned resources to achieve the objectives established within Urban Ones’ CSO function. Day-to-day decision making within the span of control and accountability will be made by the CSO in conjunction with the Superintendent.

**ESSENTIAL FUNCTION AND RESPONSIBILITIES**

- Comply with and effectively implement Urban One’s Safety Program to ensure safety and environmental standards are met or exceeded
- Provide first aid to all on site, complete all paperwork / treatment logs etc., maintains facilities and orders what is needed
- Carry out inspections and/or investigations for the purpose of regulating, controlling and ensuring compliance with requirements of the Workplace Safety and Health Act, the regulations pursuant to the act and related legislation (2 documented inspection daily – am/pm)
- Regularly walk site throughout shift site to ensure unsafe acts/conditions are mitigated
- Collect information on the trade workforce on a daily basis and document in the daily work report form. This information should be provided to the Superintendent prior to the daily trade foreman meeting(s) and monthly meeting(s)
- Investigate accidents and/or incidents of injury or property damage at the worksite to ascertain cause and need for corrective action; develops and implements measures and strategies to prevent their reoccurrence in order to meet long-range loss reduction goals. Assist in responding to and investigating concerns/complaints from workers/employees and assist the Superintendent in taking appropriate action
- Prepare, document and perform all site safety orientations on site (7:00 am and 10:30am daily); ensure that all trade contractors, suppliers, visitors, client representatives and Urban One staff have received their orientations before allowing anyone access to the site
- Assist sub-contractors with safety compliance by providing guidance and information
- Perform general labour and/or carpentry as directed by the Superintendent
- Communicate and liaison with government, company management and workers about the required health and safety rules and regulations
- Prepare monthly, quarterly and annual safety reports for senior management
- Chair and prepare safety committee minutes and post

- Maintain the First Aid Office/Facility in a clean condition
- Examine crane log books on a monthly basis
- Examine all mobile equipment logs daily to ensure proper maintenance by sub- trades
- Maintain an inventory of all safety equipment on site
- Issue written warnings and safety violations as per disciplinary procedure
- Maintain Safety Data Sheets inventory and master list for all hazardous materials on site
- Post all WSBC inspections for at least 7 days or until compliance has been achieved – file copies and submit to safety manager
- Cooperate in the development of site safety and fire plans - post and ensure it is kept updated
- Conduct weekly toolbox meetings with U1 workers on site
- Daily Man count submitted to Super by 10am
- DEP Box must be inspected monthly and paperwork filed
- DEP evacuation drill performed quarterly
- Ensure all emergency equipment is available, in good working condition, current, tested, drills performed, checklist completed monthly and filed
- Site housekeeping / stairways / walkways / lighting
- Guardrails checked and maintained daily
- Safety straps installed properly, marked on drawings and posted in fall locations
- Assured grounding program in place / all power cords and tools on site must be in good condition / test to ensure / collect records from sub-trades of tool and cord tests
- Ensure dowel protection on site – reinforcing crew creates and covers / formwork company then creates hazard on new floor they cover / dowel caps with steel heads, 2x4 tops, rubber belting, plywood etc.
- Ensure 30M33 / NOP(A) are posted and up to date if need be
- Ensure COVID sanitization protocols are enforced
- Site radios are maintained, charged and stored properly
- Traffic control in short durations only after all primary duties are completed / if a TCP is needed, hire a temp TCP for the day etc.
- Maintain the First Aid Office/Facility in a clean condition

#### **EDUCATION AND EXPERIENCE**

- CSO / NCSO Certification
- Related Post-Secondary Health & Safety Degrees, Diplomas or Certifications are an asset
- Minimum Occupational First Aid Level 2, Level 3 an asset
- 3+ years of related field experience is required
- Demonstrated ability to keep detailed and accurate records
- Working knowledge of MS Office (Outlook, Word, Excel)
- Excellent verbal and written communication skills

#### **COMPENSATION & BENEFITS**

- Competitive wage
- RRSP matching

- Health & Dental benefit plans
- Professional career development opportunities

The above statements are intended to describe the general nature of work being performed by the position. They are not intended to be an exhaustive list of all responsibilities and activities required by this position.

Urban One Builders is an equal opportunity employer and is committed to a diverse and inclusive workforce. We thank all candidates for applying, however, only successful candidates will be contacted for an interview.

Job posting: January 13, 2022

Job closing: February 11, 2022

To apply, please visit <https://urbanonebuilders.com/careers/>