



Division Manager, Department Manager, and Job-Site Supervisor Safety Responsibilities

- Communicate and reinforce applicable Safety Program requirements to employees, visitors, subcontractors, and Temp workers.
- Constantly maintain safe working conditions at every jobsite.
- Complete all safety training designated for your specific supervisor role to ensure competent person status.
- Pro-actively manage training for each of your team members according to the requirements for their job title.
- Conduct risk assessments by completing pre-job & daily Job Hazard Analysis (JHA), and other Safety Audits.
- Provide job-site specific safety equipment. Examples can include personal protective equipment (PPE), ladders, mobile elevated work platform (MEWP), GFCI's, fire extinguishers and first-aid kits.
- New Hire Safety Orientation - Managers and Supervisors must ensure all new employees have completed required new hire orientation prior to job assignment and coordinate with your Regional Safety Manager to conduct the orientation before employees start work in the field. Orientations are conducted on Friday or Monday each week and the RSM notified at a minimum of 48 hours before each orientation.
- Safety Meetings – conduct with employees on safety topics that are relevant to hazard exposures encountered in their workplace. Conduct meetings weekly, at minimum.
- Foreman, Leads, Techs, and other workers will conduct documented safety training meetings weekly.
- Accidents - investigate, complete reports, insure injured employees receive appropriate medical treatment, and implement a corrective action plan to avoid any repeated incidents.
- Drug Testing - enforce the VSC requirement that all employees directly involved with an accident submit to a post-accident drug screen within 24 hours of the event.
- Report all accidents and non-compliant safety practices to the respective VSC Regional Safety Manager.
- OSHA - Immediately notify your VSC corporate Regional Safety Manager of any site visit or an accident that results in an employee fatality, hospitalization, or any catastrophic incident involving a VSC jobsite, employee, VSC sub-contractor, or temp worker.
- Safety Scorecards - review with Regional Safety Manager. 90% percent or higher is the target grade! Assign corrective actions and advise the RSM when corrections are completed.

Managing employee safety:

- Accountability - (hold employees accountable for safety meetings weekly, equipment inspections, hazard reporting system, and others established by VSC, Owner, or General Contractor.)
- Provide safety related training. Post-training, verify competency by assessing job task implementation.
- Haz-Com - ensure employee understand how to access SDS and compliance with the safe use, containment, and storage of hazardous chemicals.
- Managers, Field Supervisors, and other Leadership roles in the field Conduct & document at minimum 3 different project site safety inspection per week. It's understood that some VSC divisions may only have 1 or 2 active projects. For those cases repeated job site visits for one project is acceptable.
- Immediately notify the RSM or Safety Director of any hazards that require a "Stop work order" and remove VSC employees, sub-contractors, and temp workers from hazards or job site if necessary.
- Fully comply with all job-sites specific procedures pertaining to PPE, fall protection, ladder safety, caught in-between and struck-by, electrical hazards, and confined space safety standards.
- Ensure employees, subcontractor, and temp workers participate in identifying hazards and corrective actions.
- Secure work zones established in active residential areas by erecting barricades or warning signs to avoid interference from residents/public. Post a spotter to provide additional direction and warnings.
- Ensure daily inspections of equipment and tools to ensure safe condition. Tag damaged tools and equipment "out of service." and promptly remove from the jobsite.
- Correct workplace hazards as they arise and dispose of damaged tools and equipment or return to warehouse for repair.
- Hold employees accountable for implementing water loss prevention methods when working on sprinkler systems.
- Ensure documented daily safety inspections of MEWP, excavators, and forklifts. Complete monthly vehicle inspections.