1.0 Purpose

1.1 This procedure outlines key functions within Elkhorn and responsibilities with regard to the implementation of the Health, Safety and Environmental Program.

2.0 Health, Safety and Environmental Director

2.1 The Health, Safety and Environmental Director reports directly to the President and provides for overall management and administration of the Health, Safety and Environmental Program (HS&E). Responsibilities are as follows:

2.1.1 Developing and implementation of HS&E procedures and programs.

2.1.2 Interpreting codes and standards.

2.1.3 Reviewing purchase requisitions for HS&E materials, equipment and services.

2.1.4 Performing HS&E inspections and maintaining safety records.

2.1.5 Reviewing and approving HS&E personnel.

2.1.6 Reviewing subcontractors’ HS&E Programs.

2.1.7 Maintaining HS&E records.

2.1.8 Administration of the Drug and Alcohol testing program.

2.1.9 Facilitating Incident Investigations.

2.1.10 Assure employee-owners’ are properly trained and updated annually or as required.

2.1.11 Annually review and update the safety manual, ideally this review would be conducted during January with updated publication in February.

3.0 District Safety Supervisor

3.1 The District Safety Supervisor reports directly to the Director of Safety and is responsible for communications of Elkhorn policies and procedures with the field teams working within their service area.

3.2 Ensure all safety procedures and requirements are fully implemented service area projects.

3.3 Properly train all employee owners in general safety practices, and specialty or high risk safety training needs.
3.4 Tracking of all training in their service area with communication of training completed to the corporate office for grand totals.

3.5 Assist in the administration of the Drug and Alcohol program through sample collections, communication with the third party administrator, removal of personnel from projects that have given a positive sample.

3.6 Assist in incident investigations in their service areas

3.7 Participate in special committees that review, update and or write policies and procedures, best practices, and safety bulletins.

3.8 Assist in pre-project planning and scheduling of safety needs for projects in their area.

3.9 Participate in all area coordination meetings

3.10 Participate in all client/contractor safety meetings and functions

4.0 Site Safety Supervisor

4.1 Reports directly to the Project Superintendent, the Project Manager and communicates all safety related information to the Safety Director.

4.2 Ensures all policies and procedures are fully implemented on their projects.

4.3 Assist and participate in planning daily and weekly activities, coordination meetings to ensure that safety is an integral part of the work tasks.

4.4 Assist in the Drug and Alcohol program through sample collections, communication with the third party administrator, removal of personnel from projects that have given a positive sample.

4.5 Participate in all client/contractor safety meetings and functions

4.6 Participate in special committees that review, update and or write policies and procedures, best practices, and safety bulletins.

5.0 The District and Project Manager

5.1 The District and Project Manager are responsible for:

5.1.1 Ensure all safety procedures and requirements are fully implemented and project personnel are performing duties in a safe manner.

5.1.2 Providing interface between the HS&E Director and the jobsite/District.

5.1.3 Generating Major Project/District Safety purchase requisitions for materials, equipment and services.
5.1.4 Providing technical direction and safety procedures when required.

5.1.5 Ensuring all near misses, injury, equipment and vehicle incidents are reported following the Reporting Guidelines Matrix

5.1.6 Assure all assigned project personnel are fully and properly safety and craft trained.

6.0 Project Superintendent and or Foreman

6.1 Project Superintendent and or Foreman is responsible for:

6.1.1 Generating site purchase orders and or requisitions for safety materials, equipment and services.

6.1.2 Assure safety meetings are held as scheduled and as required

6.1.3 Ensuring all near misses, injury, equipment and vehicle incidents are reported following the Reporting Guidelines Matrix

6.1.4 Assure all project personnel assigned are fully and properly safety and craft trained.

6.1.5 Implement safety procedures and insure all employee-owners are performing assigned tasks in a safe and productive manner.

6.1.6 Perform regular site safety inspections

6.1.7 Ensure all teams are performing a task oriented JSA.

6.1.8 Ensure the Plus Process is being effectively utilized on their projects

7.0 Working Foreman and Crafts-people

7.1 Working Foreman and Crafts-people are responsible for:

7.1.1 Performing all work activities in a safe and productive manner in accordance with all procedures and directions from supervision and management. (“Zero Accidents”)

7.1.2 Completing a Near Miss/Potential Hazard Report when any situation develops which could cause an accident or harm to personnel or property.

7.1.3 Insuring all work activities performed with the high standards of safety of Elkhorn Construction, Inc., Dynamic Services, HOAD, Inc.; Eagle Pipeline and Construction, Inc.