

# **TAG Best Practice:** **Safety Compliance Officer/Road Marshall**

**Job Title:** Contract Safety Compliance Officer

**Primary Job Responsibilities:**

1. The Safety Officer's main priority is to continually raise safety awareness to anyone within the companies operating areas. Objective is to ensure complacency is no longer an excuse for being unsafe.
2. The primary function of this position is to monitor and assess safety practices and procedures to ensure compliance and continual improvement opportunities with legislation, higher level plans, government policies and company policies.
3. This is a typically a contract position and the individual remains at arm's length from staff and contractors.
4. A key role is to identify and enforce best management practices in safety and pass the information along to other workers.
5. In addition to working with the licencees contractors, the Safety Officer works with other companies working in a particular operating area, to ensure they are aware of current Safe Work Procedures.
6. This position includes participation in Contractor Safety Reviews.
7. Provide advice to Licencee staff on areas requiring more focus.

**The following are the Primary duties performed by the Safety Compliance Officer:**

- Monitoring Safe Driving and Calling Procedures.
- Monitoring Safe Work Procedures
  - Employees to read and sign off annually.
- Safety Compliance with Woodlands Procedures and Work Safe BC Regulations
- Monitoring haul road activities:
  - Speed/Traveling at excessive speeds for road conditions
  - Stopping/Proceeding correctly through junctions
  - Staying to the right on corners and all other portions of the road
  - Calling Correctly as per the "Safety Procedures"
  - Vehicle Identification Plates installed as per standards on all industrial vehicles

- Monitoring loading / unloading procedures as per Safe Work Procedures
  - Operators wearing their PPE
  - Securing the load prior to placing wrappers
  - Securing all wrappers prior to leaving the loader
  - Safe Operation of Load Restrainer / Trailer hoist
  
- Discussing safety topics/issues with operators and contractors
  - Safe work practices
  - PPE
  - Safety meetings
  - Communication on block between operators etc.
  - 3 point contact when mounting and dismounting equipment
  - Prime Contractor designation and responsibilities
  - Safe Company Certification
  - Other issues
  
- Following up on complaints regarding unsafe practices
  
- Accident investigation and reporting
  
- Safety Audits
  - On block operators
  - On the road for trucks
  
- If there are any safety issues observed during travels, they are discussed with the operator on the radio or face to face and or the contractor or foreman.

Reporting:

- Position takes direction and guidance, and reports on a regular basis to the Operations Superintendent and Operations Manager
  
- “Reports” are generated and submitted weekly to the Operations Superintendent. The weekly data is summarized into monthly summaries and quarterly summaries as they relate to the Safety Review Committee process/meetings. These are also forwarded to the various contractors.
  
- Regular reporting of “data” to affected parties e.g.; other licencees, operators in the area.