

Supervisor

Roles & Responsibilities

Purpose

The Supervisor is responsible for managing on-site activities.

Specific Responsibilities

- Implement the company Work Health and Safety Policy, Environment and Quality Policies.
- Site control of direct labour and plant.
- Site liaison with subcontractors.
- Receiving materials delivered to site.
- In-process inspection (includes visual inspection of work in progress to confirm that the required standard of workmanship is being achieved).
- Quality Control Record Sheets and ITP records for each member erected.
- Reporting any QA/WH&S/environmental nonconformances.
- Authority to restrict further work until nonconformances are resolved.

WHS Responsibilities

- Ensure the implementation and compliance with the safe work method statements for High-Risk Construction Work.
- Observing all WH&S requirements and statutory rules, site rules documented in the site toolbox talk.
- Ensuring that all works are conducted in a manner safe and without risk to employee health and safety.
- Action safety reports and carrying out workplace inspections.
- Participating in safety meeting and safety programs where required.
- Investigating hazard reports and ensuring that corrective actions are undertaken.
- Participating in accident / incident investigations.
- Conducting random checks to ensure plant & equipment are being operated by suitably qualified personnel.
- Conducting random checks to ensure plant & equipment pre-use inspections and maintenance is carried out in accordance with legislative and manufacturers specifications.
- Ensure all personal are inducted and have been given the opportunity and been consulted in all WH&S procedures and documentation.
- Complete Weekly Workplace Site Safety Inspection Checklist of tasks and activities undertaken by employees.