

# Safety

As a LEADER of your operation and work area, your personal commitment to upholding the core values associated with the Health and Safety of your employees is expected. Your personal behavior is to ensure the promotion and compliance of the safety culture throughout your operations. You must lead by example and ensure the health and safety is part of every activity.

## 1.1 MINIMUM EXPECTATIONS FOR OUR FOREMAN:

### 1. Safety Leadership Top 10

- a. Lead by setting the example through your words and actions.
- b. Set Expectations for safety and then consistently hold everyone accountable.
- c. Make it personal, get to know your crew and make safety personal with them.
- d. Have a plan and an Operations Start Card for every operation and recognize when conditions change. Use your Stop Work Responsibility.
- e. Know the capabilities of your team and put them where they will succeed.
- f. Identify and provide your team the proper training, tools, PPE and gear to do their job safely.
- g. Involve your crew in planning the work.
- h. Ensure all operations with Life-Changing Categories have your full attention.
- i. Plan your access and keep housekeeping extreme.
- j. Support the Craft Voice in Safety (CVIS) program and ensure your people are given the time they need to be involved.

### 2. Onboarding and Training

- a. Support and follow project mentor programs (Short Service Employee) with new employees until their capabilities are known.
- b. Educate your crew on all safety rules and best practices.
- c. Assure your crew has the necessary training (operator, rigger, fall protection, confined space, LOTO)

### 3. Involvement and leader for safety planning (proactive vs. reactive)

- a. Review installation work package with your Superintendent, discuss all safety hazards and mitigations.
- b. Communicate work package and plan with the crew.
- c. Develop a solid daily plan with your Superintendent and identify all hazards (in detail) with mitigations.

- d. Have a plan “B” and know the hazards.
- e. Utilize the LSA Safeguard “Visual Reference Guide” in your planning and communication with crew.

#### 4. Daily execution

- a. Develop a detailed pre-shift meeting plan and discussion points – crew involvement (to the point and efficient 10 minutes – do not let drag on)
- b. Energetic stretch and flex
- c. Know the condition of the work area before sending people to work, have the area clean with proper access.
- d. Discuss LSA categories and proper safeguards related to the daily tasks.
- e. Ensure all mitigations from daily plan are in place when signing start cards in the morning.
- f. Give precise work instructions and follow-up with team to verify (Trust but Verify).
- g. Put the right people on the task.
- h. Check in with each person during the morning meeting to ensure they are fit for duty.
- i. Ensure Extreme Housekeeping in every aspect of work (equipment, gang box, work areas)
- j. Verify all tools and equipment is properly inspected prior to use.
- k. Participate in crew LSA Safeguard discussions throughout the shift and ensure safeguards in-place before they begin a task.
- l. Recognize change and address it. Be sure to promote Stop Work Responsibility when the task changes and the work needs to be replanned.
- m. Communicate with other supervisors if you have adjacent operations (SIMOPS).

#### 5. CVIS and Foreman Program

- a. Active participation in the CVIS program and communication of findings.
- b. If a CVIS member is in your crew, be sure to engage them in the pre-shift meetings.
- c. Promote the completion of observations by all crew members and lead by example.
- d. Attend and actively participate in the weekly foreman’s meeting.



Think!  
SAFETY  
BEGINS WITH ME