Canadian Construction Association
Gold Seal Certification

Construction safety practitioner occupational profile

ADMINISTRATIVE FUNCTIONS

Competency	Supporting competency/skill/knowledge/task
Maintain health, safety and environment (HSE) documentation	Prepare general correspondence
	Complete and/or compile appropriate company forms
	Maintain project documentation
	Distribute reports relating to company health and safety program
	Prepare a record of substandard acts and conditions during the workday
	Prepare records of corrective action/disciplinary measures taken
	Understand legal implications of a properly kept log/diary
Provide site-specific HSE information to personnel	Confirm all site personnel are apprised of their HSE roles and responsibilities
	Review the HSE program and/or project safety plan
	Review applicable occupational health and safety legislation
	Review general site hazards
	Review machinery and equipment safety
	Review PPE requirements
	Review/confirm site specific training requirements
	Discuss safety meetings
	Review emergency preparedness
	Provide information on the availability of an employee assistance program
	Confirm site orientations
Establish and maintain relationships with industry, government and safety associations	Identify key resources and contacts
	Communicate with safety associations to keep informed of issues
	Advise site management of issues raised or decisions made by various associations that may affect the company
Participate in the resolution of on-site issues	Effectively communicate to address onsite issues
	Document results and process in accordance with policy
Inform personnel of industry changes	Maintain an up-to-date library of applicable legislation
	Interpret legislative requirements as they apply to the jobsite
	Research changes in equipment, materials, processes and best practices
	Keep current with incident/accident prevention information and techniques
	Engage in effective communication to inform personnel

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PROGRAM DEVELOPMENT AND IMPLEMENTATION

Competency	Supporting competency/skill/knowledge/task
Participate in job start-up meetings	Confirm HSE contractual requirements have been addressed
	Identify issues that may affect HSE on the project
	Communicate the HSE site requirements and established priorities to all parties
	Review project safety plan and emergency preparedness
Facilitate the development of an education and training program	Identify specific education and training needs
	Consult with management to develop an education and training program
	Develop a site-specific education and training program required by regulations and company policy
	Calculate time, cost, and resource requirements for education and training programs
	Source training resources
	Participate in the development of a mentoring program
	Facilitate the development of the project safety plan and emergency preparedness
	Confirm the technical application of training is appropriate
Coordinate education and training sessions	Identify the target audience
	Provide participants with advance notice of training session details
	Coordinate delivery of training
	Record and document results of the training
Assist management in the implementation of HSE measures	Communicate roles and responsibilities to management
	Assist in the development of an HSE program
	Recommend control measures
	Implement emergency response plan
	Create and review project safety plan
	Review hazard assessment(s)
	Prioritize risks associated with hazards
	Recommend corrective action(s)
	Confirm the technical application of controls is appropriate
	Advise management on site issues that may affect the company
	Coordinate audits to determine compliance with HSE program and applicable legislation.
	Advise management on environmental and safety audit results that may have an impact on operations
	Participate in the development and review of new safe work practices and procedures in consultation with company workforce
	Recommend HSE standards for operations

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Competency	Supporting competency/skill/knowledge/task
Develop HSE programs, training, and initiatives	Deliver required training
	Identify required training
	Implement and support site-specific HSE programs
	Develop site-specific work and safety procedures
	Promote safety education

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PROGRAM MONITORING AND INVESTIGATION

Competency	Supporting competency/skill/knowledge/task
Participate in HSE meetings	Research and provide information to facilitate effective meetings
	Address assigned action items
	Keep a record of meetings: agenda, minutes, action items, and correspondence in accordance with policy
Monitor the established control measures as outlined in the project safety plan	Observe and document conformance with HSE
	Review inspection reports for prioritization of substandard acts and conditions
	Review incident/accident reports for correctness and completeness
	Review incident/accident reports for root causation and recommend improvement measures
	Review corrective action plans resulting from inspections, investigations, hazard assessments and audits to ensure they are accurate and complete
	Follow-up on all inspection, incident/accident, audits, and other related reports to ensure corrective actions have occurred
	Verify project issues have been effectively addressed
	Verify emergency preparedness and response meet legislative criteria
	Maintain data to improve effectiveness of HSE program
	Direct personnel to take prompt corrective action to control unsafe or unhealthy conditions
Coordinate investigations on all reported incidents/ accidents	Take immediate action to eliminate/control any Immediately Dangerous to Life and Health (IDLH) situation.
	Determine acts or conditions that led to the incident/accident
	Analyze the information collected and determine steps to prevent reoccurrence
	Support other team members throughout investigation process
	Report results of incident/accident investigations to management
	File a report with appropriate agencies as legislated
	Develop and implement corrective action plan
	Communicate findings to appropriate personnel
Follow-up on workplace incidents/accidents	Determine if the recommended corrective actions have been implemented
	Evaluate the corrective actions to determine effectiveness
	Determine if further action is required
	Review and/or modify emergency response plan to enhance effectiveness
	Review and/or modify project safety plan to enhance effectiveness

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Competency	Supporting competency/skill/knowledge/task
Monitor and evaluate the HSE program	Understand principles of data collection and analyze
	Analyze effectiveness of HSE program
	Monitor compliance with HSE program
	Evaluate efficiency of HSE program
	Recommendation ways to reduce risk and improve process

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