



Effective Date: Jan 11, 2021

Weekly Safety Reporting Standard Operating Procedure



1 Purpose

Weekly Safety Reporting must be performed on each active site. Safety Reporting helps Keller improve our safety processes, track trends, and ensure safe operation of all sites.

2 Scope

The Superintendent or site CSO must complete safety reporting weekly to be reviewed by the office on Monday of the following week. All items on the report, found in the Inspection tool in Procore must be completed in full.

3 Procedures

By Monday at noon Weekly Site Reporting for the previous week must be completed in Procore Inspection tool

3.1 Set up your Weekly Site Report

1. Open Inspections Tool in Procore app
2. “Create New” drop down to “Weekly Site Reporting”
3. For the General Information fill in the appropriate fields
 - Assignee: Site Superintendent
 - Status: “Open” will default and should remain this way
 - Inspection Date: Enter date of inspection
 - Due Date: Skip
 - Trade: Skip
 - Location: Select the location of the project from the drop down
 - Responsible Contractor: Select “Keller Construction Ltd”
 - Point of Contact: select Superintendents name
 - Specification Section: Skip
 - already populate with you name)
4. Once all General Information is completed click “Create” or “Save” (on the app)

3.2 Completing your Weekly Site Reporting

3.2.1 Weekly Site Inspection:

- Must be completed between Monday & Thursday of the week being reported on
- Completing this Inspection in the Inspection tool is preferable, however there is a copy in Forms that can be completed electronically or printed



Mark “Safe” if this element was completed.

Using the ⓘ symbol on the app, add required photos of paper copy or provide comments as to the date & location of the electronic document within Procore (Procore Inspections Tool / Procore Forms)

3.2.2 Toolbox Talk

- Must be completed between Monday & Thursday of the week being reported on
- Completed in Forms tool or printed and completed manually

Mark “Safe” if this element was completed

Using the ⓘ symbol on the app, add required photos of paper copy or provide comments as to the date & location of the electronic document within Procore Forms

3.2.3 Near Miss Events

- Near Miss and safety observations must be reported independently of weekly reporting within 24 hours of occurrence to safety@keller.ab.ca. These documents will be created, reviewed by the superintendent, and closed by the Director of Safety
- Completed in Forms or printed or completed manually on paper

Mark “Safe” if an event was reported and us the ⓘ symbol on the app, to provide the date & location of the electronic document within Procore Forms

Mark “N/A” if no event was reported and reference “no events reported” in the comments

3.2.4 Daily Safe Work Permit

- Only one example of page one of the DSW needs to be attached
- DSW is found in Procore Forms and can be filled out electronically or printed

Mark “Safe” if this element was completed

Using the ⓘ symbol on the app, add required photos of paper copy or provide comments as to the date & location of the electronic document within Procore Forms

3.2.5 Planned Job Observation

- PJO must be completed at least once a week on all Petroleum sites
- PJO must be completed on commercial sites on a bi-weekly rotation



- Photo(s) of associated JSA, Task Hazard Assessment and supporting checklist are to be attached.
- All forms can be found in the Forms Tool in Procore

Mark “Safe” if this element was completed

Using the ⓘ symbol on the app, add required photos of paper copy or provide comments as to the date & location of the electronic document within Procore Forms

3.2.6 Site Disinfecting & Cleaning

- During COVID extra steps must be taken to ensure the health and safety of our team, our subtrades, and anyone else entering the site.
- The daily site cleaning form can be found in the Forms tool called COVID-19 Site Disinfecting & Cleaning Schedule
- This form can either remain electronic or be printed and completed manually
- Sites must have designated cleaning assignees that will initial when cleaning was completed on site

Mark “Safe” if this element was completed

Using the ⓘ symbol on the app, add required photos of paper copy or provide comments as to the date & location of the electronic document within Procore Forms

3.2.7 Site Sign-in Sheets

- The COVID-19 Keller Sign in Sheet is the same as the DSW with the added health check
- Found in Procore Forms and can either remain electronic or be printed and completed manually
- Must be completed daily with Sign In & Sign Out times, and initials by the health check

Mark “Safe” if this element was completed

Using the ⓘ symbol on the app, add required photos of paper copy or provide comments as to the date & location of the electronic document within Procore Forms

3.2.8 Once site reporting is complete there is no need to save or email the report. Exit back to the inspection tool to ensure your Weekly Site Reporting is there



Revision History		
Version No.	Effective Date	Description

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