



Safety



Safety Process

Last Updated: 09/25/2025

Overview

Adherence to Keller Construction Ltd.'s safety policies and practices is crucial for maintaining a safe work environment and preventing incidents, injuries, and illnesses on all job sites. By following established procedures for hazard identification, risk assessment, and control measures, employees at all levels can proactively address potential safety issues before they escalate. Consistent implementation of safety protocols, combined with thorough reporting and investigation of any incidents or near misses, allows Keller to continuously improve its safety program and foster a culture where safety is the top priority for everyone involved in their projects.

Purpose

To define the safety-related responsibilities of Project Managers and Project Coordinators to ensure compliance with company policies, regulatory requirements, and industry best practices.

Scope

This SOP applies to all Project Managers and Project Coordinators working on Keller Construction Ltd. projects.

1 Project Manager Responsibilities:

- Lead by example in adhering to and promoting all safety policies and procedures.
- Ensure implementation of the Keller Health and Safety Program on all assigned projects.
- Notify the Director of Safety via the Project Setup Process of upcoming projects to facilitate pre-planning and review of:
 - Critical Tasks
 - Project Hazard Evaluations
 - Safety Start-up documentation



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- Site-specific Emergency Response Plans
- Communicate Keller's safety expectations and responsibilities to subcontractors during project mobilization and ongoing work activities.
- Verify subcontractors are in good standing with provincial OHS/WCB requirements and within the COMPASS platform.
- Coordinate and complete Critical Task Review with Site Superintendent and Director of Safety prior to work commencement.
- Assist in enforcing the company Fit for Duty policy.
- Support a harassment and violence-free workplace. Assist in investigating reported events when requested.
- Recognize and support workers' legislated rights and responsibilities. Investigate reported events as requested.
- Within a 90 day cycle of a project conduct documented site inspections, reviewing:
 - **General site conditions (worker safety, equipment/tool use, material storage, site security)**
 - **Random selection of safety documentation (orientations, certifications, JSAs, hazard assessments, equipment inspections, SDSs)**
 - **Daily/weekly safety reporting (permits, inspections, toolbox talks)**
- Review and assist in the closure of action items / observations.
- Review weekly toolbox talks and periodically attend meetings (at least once per 90-day cycle).
- Communicate with Health and Safety Committee on field-related issues.
- Support adequate supply of safety equipment and PPE for workers.



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- Promote open reporting of near miss events and positive observations. Review documentation to ensure timely implementation of controls.
- Assist in incident investigations to determine root causes and corrective actions.
- Support the Incident Management Program and Modified Work Program as needed.
- Ensure sites maintain organized safety documentation filing systems.
- Review quarterly safety performance metrics and trends.
- Participate in annual reviews of the company Health and Safety Program.

2 Project Coordinator Responsibilities:

- Support the Project Manager in implementing all safety policies and procedures.
- Assist in coordinating safety orientations and training for project personnel.
- Assist in maintaining project safety files and documentation, ensuring they are organized and up-to-date.
- Schedule and coordinate safety meetings, inspections, and audits as directed by the Project Manager.
- Track and follow up on corrective actions identified during inspections and investigations.
- Assist in compiling safety statistics and preparing safety reports.
- Coordinate the distribution of safety communications and alerts to project personnel.

3 Documentation:

- Project Managers and Project Coordinators shall maintain records of:
 - Project safety orientations



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- Safety meeting minutes
- Site inspections and audits
- Incident investigations and corrective actions
- Near Miss
- Observation Reports
- Critical Task Checklists
- Safety statistics and performance metrics
- Training records

END OF DOCUMENT

Revision History		
Version No.	Effective Date	Description
1	October 22, 2024	Original Document Created by Carrie Lalonde
2	September 25, 2025	Revised by Peter Jonkman / Carrie Lalonde