



Job Description: Safe Work Leader (SWL)/ Controller of Site Safety (COSS)

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Reporting Structure:

The post holder is a member of the Civil division and reports firstly to the Civils Supervisor, Civil Engineering Manager and ultimately the Civil Engineering Director.

Management Responsibility:

- The post holder's position is deemed as 'SAFETY CRITICAL'.
- The post holder will be accountable for working to and maintaining the planned SWP
- The post holder will be involved in the planning and implementation of SWP
- The post holder will be expected to lead a team and ensure work is carried out as planned, in line with current H & S regulations, to programme and budget
- The post holder may be asked to supervise trainees, juniors and lower skilled personnel. This may include the provision of guidance, basic training and communicating best practice.

Main Duties:

- To liaise with the Civils Supervisor, Project Engineers and or Civil Engineering Manager in organizing and planning site activities.
- To be involved in the production/ planning stages of Safe Work Packs
- To brief, take and maintain any planned protection arrangements in accordance with Safe Work Pack.
- To lead a team and ensure work is carried out as planned, in line with current H & S regulations, to program and budget
- To Ensure all paperwork for task is completed as required
- To ensure site diaries are completed for each shift and signed off by Client
- To ensure works is completed as fully as possible and red line drawings completed to eliminate unnecessary re visits
- To Brief out all healthy and safe working practices in accordance with the WPP, TBS, and Current Standards
- Ensure completion of works to planned arrangements, timescales as well as to quality procedures and standards.
- Report any defects or deviation from planned arrangements to line manager.
- To understand the scope of the required work to be completed in the relevant shifts.
- Carry out the work as efficiently and effectively as possible to surpass targets to allow time for any problems that may be encountered.
- Promote efficient working and consider improvements to effective ways of achieving the work.
- To ensure that working practices and/or standards are adhered to.
- Mitigate any risks that can be foreseen so that the required work is complete.
- Ensure that timesheets and time booking is accurately completed and all work, where possible, is allocated to a project.
- Arrange with assistance where necessary the tools, equipment, plant, and materials that are needed to carry out the work.



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General Duties:

- The post holder is required to conduct themselves in accordance with their contract of employment and the company handbook.
- The post holder must to the best of their knowledge and experience carry out work in such a manner so not to endanger their own health and safety, that of their colleagues, the company's clients, the general public, our suppliers or the environment.
- The post holder shall do their utmost to protect and enhance the company's commercial and financial wellbeing and reputation.
- The post holder may be required to be called upon to carry out other reasonable requests/duties for the company at the discretion of his or her line Manager.
- Engage in training, development and education in order to keep skills and knowledge current and to strive for continual improvement.
- This job description should not be regarded as exclusive or exhaustive. There shall be a requirement to carry out other duties which the Company believes are within your capability.

Preferred Qualifications:

- Controller of Site Safety
- SWL
- LKT
- CSCS