

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

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

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. In their absence, Projects Supervisor may deputise their role.

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