



RISK MANAGEMENT ADVISORY
Utica National Insurance Risk Management Department Bulletin

Construction Jobsite Management Mission Critical!

Effective management of work activities and competent site supervision are essential in maintaining healthy and safe conditions. It should be made clear to jobsite supervisors exactly what it is they are expected to do and how they are expected to do it. The greater the risk, the greater the degree of control and supervision required.

Ensure the level of site supervision provided is adequate. Site managers and supervisors should be trained to help them carry out their health and safety responsibilities. On larger sites, site managers may require the support of assistant site managers. **On smaller sites, if the supervisor or manager is sometimes not present, they (or a deputy) should be contactable by phone and a responsible person should be left in charge of the site.**


Before work starts:

- Consider if there are any hazards you can avoid altogether (e.g. the need to paint at a height can be eliminated if materials are brought to site ready finished).
- Decide which risks need to be controlled.
- Consider the best ways of controlling risks. Having decided what needs to be done, make sure it happens.
- Everyone must be properly trained and competent.
- Employees must have the work and safety equipment needed to perform safely.
- Agreed work methods must be put into practice.

When people (employees, other contractors or visitors) first come to site, it is important that they receive information about the site hazards and the steps that have been taken to control the risks. Make sure the person running the site can be easily identified. If there is a site office, identify it clearly. A site plan showing the office location, placed at the site entrance together with an instruction that all visitors report to the site office, can be helpful. The principal contractor has a duty to take reasonable steps to ensure only authorized people are allowed where construction work is being done.

People who are going to work on the site for the first time should be briefed about risks, welfare facilities and site rules. One way of doing this is by making sure the site supervisor speaks to them before they start work. They might also be given an information sheet or relevant information might be displayed on a notice board prominently placed near the site entrance. Remember: many people are killed or seriously injured during the first few days that they work at a site.

The information contained in this publication has been developed from sources believed to be reliable. It should not, however, be construed or relied upon as legal advice and Utica National accepts no legal responsibility for its correctness or for its application to specific factual situations.

 Utica National Insurance Group • Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413 • www.uticanational.com

Ask people working at the site for their views and ideas about health and safety, and how working conditions or systems can be improved. This can be done during formal meetings or on an informal basis either face to face or using a suggestion box.

Health and safety checks can be incorporated into normal progress and quality checks carried out by supervisors and managers. Specific additional checks on higher-risk work may also be needed. Carrying out random checks from time to time reminds everyone that health and safety matter!

The information contained in this publication has been developed from sources believed to be reliable. It should not, however, be construed or relied upon as legal advice and Utica National accepts no legal responsibility for its correctness or for its application to specific factual situations.



Utica National Insurance Group • Utica Mutual Insurance Company and its affiliated companies, New Hartford, NY 13413 • www.uticanational.com