



# G. S. WARK LTD.

GENERAL CONTRACTORS • ESTABLISHED 1955

INDUSTRIAL • COMMERCIAL • INSTITUTIONAL & MULTI-RESIDENTIAL CONSTRUCTION

## Site Safety Administrator

G.S. Wark Ltd. is seeking a Site Safety Administrator for a project in West Hamilton. The administrator will be responsible for the following:

- Ensuring all personnel sign into and out of the site
- Conducting the safety orientation for all workers entering the job site
- Ensuring that all contractors have supplied us with the required safety documentation
- Ensuring that workers have their current safety training records
- Tracking all trades on site
- Conducting daily site safety inspections
- Managing incident and first aid reports
- Ensuring that all trades complete the daily job hazard analysis documents
- Ensuring that pre-shift inspections are conducted on all equipment on site
- Working closely with the site superintendent, corporate safety officer and project manager to ensure that all safety requirements are met

Training will be provided. Please forward your resume including remuneration expectations to [mike@wark.net](mailto:mike@wark.net) and [ryan@wark.net](mailto:ryan@wark.net)



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