

## **Site Managers Roles and Responsibilities**

The site manager is responsible for the construction site at all times and the coordination of all trades and H&S on site at all times. They are to be collaborative with all our partners throughout the project and ensure a high-quality project is maintained throughout the project.

The site manager is the face of our company to the public, clients and partners. So, a professional can do attitude is required as well and presentable clothing (preferably DBSJ branded tops and coats as provided).

### **Daily the site manager is to:**

- Unlock site and ensure all areas are safe.
- Ensure all isolations are in place before any works start on site.
- Ensure all welfare facilities are clean and tidy.
- Ensure all fire extinguishers are in place and untampered with.
- Ensure all trades are working inline with their current drawings and manage any clashes on site with assistance from the project manager.
- Ensure all trades and operatives are working in a safe manner.
- Ensure all trades RAMS are printed on site reviewed and operatives have signed up to them.
- Ensure all site signage is in place and the notice board is still current and displayed correctly.
- Ensure there is a safe route for all operatives if possible and if not possible signage to be in place.
- Complete the Induction for visitors and operative's – as the inductions take place.
- Complete the Induction registers – as the inductions take place.
- When completing inductions, a copy of the operatives CSCS card is taken and saved in the file or on the server.
- Any new tools arriving on site ensure they are PAT tested and log them in the PAT testing register – as the items come in.
- Check all plant that is arriving on site and update the Plant Register – as the items come in.
- Check with all trades if they require permits and issue as required and complete the Permit register – as the permits are raised.
- Check with all trades if they require permits and issue as required and complete the Hot works permits – as the permits are raised.
- Check with all trades if they require permits and issue as required and complete the Working at height permits – as the permits are raised.
- Check with all trades if they require permits and issue as required and complete the Emergency access permits – as the permits are raised.
- Check with all trades if they require permits and issue as required and complete the General works permits – as the permits are raised.
- Ensure all isolations or make systems live before leaving site.
- Lock up site and ensure all areas are safe.

Weekly the site manager is to:

- Ensure all drawings and information that is on site is current and up to date.
- If any changes to the current construction issue drawings are made on site an email is issued to the designer and the PM.
- Ensure at least one current Toolbox talk is carried out and filled – as the toolbox talk takes place a minimum of once a week.
- Ensure that a Site manager H&S inspection is carried out and filed – once a week
- Complete the weekly fire extinguisher check list - once a week.
- Complete the weekly review of all Plant and filed - once a week
- Complete the weekly review of all WAH equipment and filed - once a week.
- A photo progress report is to be issued at midday 12:00 every Friday. This is to be completed on site audit pro.
- A weekly H&S returns pack to be issued out Midday 12:00 every Friday:
  - o Induction register
  - o Permit register
  - o Toolbox talk sign off sheet.
  - o Site manager H&S inspection
  - o Project managers H&S inspection
  - o Plant register
  - o WAH register.

