

Site Supervisor

MV Kelly Requirements

- Champion, follow and enforce the company's Golden Rules as part of your duties.
- Follow the development training protocols from the Frontline leadership Programme (once received)
- Accompany visiting MV Kelly and client staff as appropriate.
- Follow the H&S guidance/control measures set out in CASSI Booklet

Safety, Health & Environmental / CDM Responsibilities

- All works to be planned and considered in accordance with developed Risk Assessments & Method Statements where safe systems of work are followed – **Plan to Work, Work to Plan.**
- Have a good understanding of MV Kelly Ltd Safety, Health & Environment (SHE) policies and procedures, agree to operate within their requirements whilst remaining compliant to UK H&S Law.
- Continual review, implementation and update of traffic management / delivery arrangements and pedestrian management for all areas under MV Kelly Ltd control. Co-operation and co-ordination with Client Principal Contractor (PC). Monitor regularly to ensure standards are met.
- Complete all statutory inspections and record findings within the SHE Management File/Reflow or client site registers. Ensure site rules are being adhered to by all M V Kelly Ltd staff and sub-contractors, report any acts of non-compliance to your Contracts Manager.
- Maintain all SHE Management Folders/update Reflow. Carry out toolbox talks as per the set schedule and any other required by site management / MV Kelly Ltd management.
- Report all incidents, accidents & near misses in line with MV Kelly's' reporting procedure and PC requirements.

Security Requirements

- Comply with security lockdown procedures (containers and tanks locked at all times, Kentledge fronting container doors at end of shift, orderly close down for parking of plant together, strategically, removing all immobilisers and boxing-in of smaller units).

Operational Delivery

- Ensure your teams have been suitably briefed on the site risks, general site arrangements for their work tasks.
- Manage and maintain quality standards of workmanship in accordance to NHBC, building control and M V Kelly Quality Standards, achieving production output as agreed with your Contracts Manager.
- Ensure correct plant is primarily accepted, available, maintained and in good working order. Report defective plant such as faulty green/amber beacons, seat belt systems, etc. to the MV Kelly Plant Department.
- Ensure teams have the correct competencies / qualifications to carry out the works and where gaps are identified contact the MV Kelly SHE department to arrange appropriate training.
- Do not allow operatives to operate plant if they do not have the appropriate CPC/ NPORS card/ training. Liaise with MV Kelly SHE team to ensure gang profile is compliant for planned tasks.
- Creating planned and strategic setups (welfare / compounds / containers / mixing areas / bucket changing / refuelling stations / diesel areas). Each site to work from a well-planned, tidy and maintained setup. Ensure all hazardous materials are properly controlled. Monitor regularly to ensure standards are met.
- Site rules to be understood, followed and enforced at all times when acting as PC or sub-contractor.
- Sub-contractors; Plan, Coordinate and Manage all relevant SHE requirements, Quality Monitoring and Production output for each subcontractor working under your supervision (bricklayers, road surfacing, block & beamers, block pavers, core drillers, fencers etc.).

Communication;

Internal: Ensuring relevant dialogue about the project is delivered to the relevant MV Kelly Ltd Contracts Manager, Surveyor, SHE Advisor, Engineer, Plant Dept and Buying Dept.

External; Ensuring Client's Site Management team is provided with any relevant / agreed information regarding the project.