Gold Seal Certification guide
Table of contents

What is in this guide? .................................................. 2
What is Gold Seal Certification? ............................... 2
Do I qualify to apply? ............................................. 2
  Gold Seal Intern .................................................. 2
  Gold Seal Certification .......................................... 3
    Minimum requirements: Industry experience ............ 3
    Minimum requirements: Education and training ....... 3
Am I automatically eligible for exam or certification? ... 6
What is the application process? ............................... 6
  Gold Seal Intern .................................................. 6
  Gold Seal Certification by exam .............................. 7
How do I apply? .................................................... 7
  Step 1: Create an account online ............................ 7
  Step 2: Add your personal and employer information .. 7
  Step 3: Select your designation ............................. 7
  Step 4: Detail your industry experience .................. 8
  Step 5: List your education and training .................. 9
  Step 6: Attach a letter of recommendation ............... 9
  Step 7: Complete the survey ................................ 10
  Step 8: Attach additional information .................... 10
  Step 9: Pay the application fee .............................. 10
What else do I need to know about the exam? .......... 10
I have questions. Who do I call? .............................. 11
Appendix A: Designations we certify ...................... 12

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What is in this guide?

This guide contains information about the Canadian Construction Association’s (CCA) Gold Seal Certification program, the designations we certify and the application process. Use it to understand whether you’re ready to become a Gold Seal Intern or to take the Gold Seal exam. It also contains information about the documents you’ll need to have handy if you apply to either program.

What is Gold Seal Certification?

The Gold Seal Certification program establishes, administers and continuously improves national professional certification standards for construction management. It certifies construction management professionals against these standards and promotes their accredited education and training. Those professionals include estimators, foremen, owner's construction managers, project managers, safety coordinators and superintendents.

Applicants require a combination of industry experience, education and training to take the exam and become certified.

If you’re not sure which designation to choose, read how the CCA defines each designation’s roles and responsibilities in Appendix A.

Do I qualify to apply?

Gold Seal Intern

If you have at least one year of experience in your designation – or two years in an assistant’s role, you can register as a Gold Seal Intern (GSI). You’ll have up to five years to meet the Gold Seal Certification requirements and to take the Gold Seal exam to become Gold Seal Certified. Note that the application fee for GSI is $100 ($125 starting January 1, 2020) plus applicable taxes. When you meet the GSC requirements and want to re-submit your application, you will need to pay the $500 ($525 starting January 1, 2020) GSC application fee.

If you have just one year of significant experience in the Canadian construction industry, you can apply to become an intern and receive 10 credits for that one year’s experience. These credits go toward your 50-credit requirement for the Gold Seal Certification exam.

OR

If you have two years of experience as an assistant (e.g., assistant superintendent, assistant project manager, junior estimator), you can apply to join as an intern with 20 credits. These credits go toward your 50-credit requirement for the Gold Seal exam. You can’t earn more than 20 credits for your time as an assistant.
Unlike the full Gold Seal Certification program, you do not need any credits in education and training to apply.

You’ll have up to five years to meet the Gold Seal Certification requirements and to take the Gold Seal exam to become Gold Seal Certified. Note that the application fee for GSI is $100 ($125 starting January 1, 2020) plus applicable taxes. When you meet the GSC requirements and want to re-submit your application, you will need to pay the $500 ($525 starting January 1, 2020) GSC application fee.

**Gold Seal Certification**

If you have more than five years of experience in your designation, you may apply for your Gold Seal Certified (GSC) designation.

You need **100 credits** to apply to take the full Gold Seal exam (foremen only need 75 credits):

- You need at least **50 credits** in industry experience.
- You need at least **25 credits** in education and training.
- Applicants in every designation except foremen need an additional **25 credits** in either category.

**Minimum requirements: Industry experience**

You need at least five years of experience in the designation you are applying for (i.e., 50 credits). You receive 10 credits for each year of experience you have in the field. There are a few other conditions you need to meet:

- Your experience must be in the industrial, commercial, institutional, or heavy civil sectors.
- At least three of your five years of experience must have been in Canada.
- If you are applying as a foreman, three of your five years of experience must have been in a foreman’s position.
- Up to two years as an assistant count toward the five-year requirement (e.g., assistant superintendent, assistant project manager, junior estimator).
- Must currently be employed in the designation you have selected.

Note that current year doesn’t count as it is not a full year. Therefore, if you apply in 2020, you need to demonstrate that you are employed in the designation that you are applying for in 2020 and relevant experience for 2015 – 2019.

**Minimum requirements: Education and training**

You must have at least 25 credits in formal education and/or training before you apply to take the certification exam. All training and courses must have been completed within the last 10 years. There is no time limit on formal education you have completed. Note that you can’t use the same courses from your formal education to gain additional training credits.
Formal education

Credits are awarded for the highest level of education you have achieved, related to the construction industry (e.g. a construction management degree or a technologist’s diploma).

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tradesperson qualification</td>
<td>10</td>
</tr>
<tr>
<td>Industry-related technician</td>
<td>20</td>
</tr>
<tr>
<td>Technologist diploma</td>
<td>25</td>
</tr>
<tr>
<td>Industry-related university degree</td>
<td>30</td>
</tr>
<tr>
<td>Construction management degree program</td>
<td>40</td>
</tr>
</tbody>
</table>

You must attach your diploma with your application.

- If you do not have formal education, you can make up for it with training credits.
- If you have a foreign formal education, we require proof of Canadian equivalency. You can obtain that proof through an academic credential assessment service provider, such as the Canadian Information Center for International Credentials.

Accredited training

The Gold Seal Certification program accredits training that meets our national curriculum standard. These courses have been pre-approved and guarantee you will earn a designated number of Gold Seal credits. There are more than 1,000 Canadian Gold Seal-accredited education and training seminars, workshops and courses listed on the Gold Seal website.

Non-accredited training

We also recognize non-accredited construction management courses that fall under our Gold Seal national curriculum standard. If a course is recognized, you will receive one credit for every six hours of training. There are 11 national curriculum standard areas in which you can earn credits:

1. Overview of the construction industry
2. Construction safety*
3. Communication
4. Law and contracts for the construction industry
5. Construction estimating
6. Management of human resources
7. Construction job site controls
8. Construction planning/scheduling
9. Project cost control and accounting
10. Project management process
11. Construction and environment

*Superintendents may earn a maximum of 10 credits through safety courses while estimators, owner’s construction managers, project managers and foremen may receive a maximum of five credits through safety courses. There is no limit on safety courses for safety coordinators.

Please consult our [national curriculum standard](#) to read descriptions of acceptable seminars, workshops, and courses. Note that they must be managerial rather than technical. Exceptions are made for some technical courses.

**Mandatory training**

- **Construction Industry Ethics courses**
  - All candidates **must** take the Construction Industry Ethics courses (3 credits) which includes online and classroom components.
  - Courses are offered through local construction associations across the country. Please contact your [local construction association](#) to learn more about course schedules.
  - We don’t accept any other ethics courses.

- **Designation-specific training**
  - Depending on which designation you choose, you must earn at least two of your training credits in specific areas:

    **Safety Coordinator:** No topic-specific requirements

    **Estimator:** Measuring construction work, drawings and specifications, construction contracts, pricing/bidding, construction documents, regulatory codes, scheduling communication

    **Foreman:** Must take *Construction 101* and *Leadership for Safety Excellence* or its equivalent; no topic-specific requirements

    **Owner’s construction manager:** Law and contracts in the construction industry, construction planning and scheduling, project management, project costing control/accounting

    **Project manager:** Law and contracts in the construction industry, construction planning and scheduling, project management, project costing control/accounting

    **Superintendent:** Management of human resources in the construction industry, jobsite controls, planning/scheduling
Am I automatically eligible for exam or certification?

You may be automatically eligible to write the Gold Seal exam or become certified if you have one of these four designations. Note that three years of experience must be in the Canadian industry.

1. **Chartered Institute of Builders (CIOB)**
   Chartered Members (MCIOB) automatically meet the educational requirements (50 credits) to challenge the exam with 5 years of experience and mandatory ethics courses. You must apply to take the exam.

2. **National Construction Safety Officer (NCSO)**
   If you have your NCSO, five years of construction site safety experience* and have taken the Construction Industry Ethics courses, you’re automatically eligible to take the construction safety coordinator exam. You must apply to take the exam.

3. **Construction Estimator Certified (CEC)**
   If you have your CEC, you’re automatically eligible to take the estimator exam. You must apply to take the exam.

4. **Professional Surveyor (PQS) issued by the Canadian Institute of Quantity Surveyors**
   If you have your PQS issued by the Canadian Institute of Quantity Surveyors, you’re automatically eligible for Gold Seal Certification. You do not have to take the exam, but you must apply to receive your certification.

What is the application process?

All applicants complete the same online application form. But remember, Gold Seal Interns and Gold Seal Certification by exam have different requirements, so make sure you only fill in what’s required.

**Gold Seal Intern**

“If you apply as an intern, you will go through a similar process to the Gold Seal Certification by exam. Your application will be reviewed by your local construction association and a national reviewer. The application submission fee is $100 (plus applicable taxes) or $125 starting January 1, 2020.

Once you are accepted as an intern, you can update your online application form with your education and experience as you prepare to apply to write the Gold Seal Certification exam. When you meet the requirements to write the exam, you may submit your application for $500 (plus applicable taxes) or $525 starting January 1, 2020.

Once you are approved to write the exam, you will be able to select an exam date. If you are accepted as an intern and withdraw from the program at any time, the CCA will retain $75 (plus applicable taxes) as an administrative fee.
You have a maximum of five years as an intern to meet the requirements and apply to take the Gold Seal Certification exam. It is up to you to update your application form over those five years. If you have any questions or require any assistance, please contact Gold Seal at goldseal@cca-acc.com.

**Gold Seal Certification by exam**

Once you have completed your online application, your local construction association will review it and determine whether your application is ready to proceed to national review. If it is not ready, you may be asked to clarify aspects of your application and resubmit it for review.

Once it is approved, by your local construction association, an industry expert will review your application at the national level and make the final decision about whether to invite you to write the exam. National reviewers may ask for further details about any portion of your application.

The entire review process typically takes 4 - 6 weeks. We will notify you of the outcome by email. If you are eligible to write the exam, you will be able to log into the portal to select your exam date. Remember, it is your responsibility to select an exam date.

The application submission fee is $500 (plus applicable taxes). If at any point you wish to withdraw from the program, the CCA will retain $75 (plus applicable taxes) as an administrative fee.

If you have any questions about the application process, please contact Gold Seal at goldseal@cca-acc.com.

**How do I apply?**

Note that an incomplete application delays the review process. Make sure all required documents are attached before submitting your application. If you experience technical difficulties at any point during the application process, please click on the "Report technical issue" link at the bottom of the page on the login page and in the portal.

**Step 1: Create an account online**
Log into the online portal and create an account. Once you create your account, you will receive an email asking you to verify your email address.

**Step 2: Add your personal and employer information**
Update your account with your personal and employer information.

**Step 3: Select your designation**
Select your designation from a list of six options. You must be employed in the designation for which you are applying.
Step 4. Detail your industry experience
Include the name of one project you worked on for each full year of your experience. If you have more work experience, you may include them for additional Gold Seal credits. Do not include multiple projects from the same year. Each year/project is worth 10 credits.

Remember: If you apply as a Gold Seal Intern, you only need to provide details about one project representing one year of your industry experience (i.e. 10 credits). If you apply with two years of experience in assistant positions, you need to provide details about two projects, representing two years of your industry experience (i.e. 20 credits).

For each project, provide the following information:

<table>
<thead>
<tr>
<th>Project Name*</th>
<th>Contract/Sub Contract dollar value*</th>
<th>Year*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description*</td>
<td>Employer*</td>
<td>Designation*</td>
</tr>
<tr>
<td>Owner or prime contractor*</td>
<td>Contact Name*</td>
<td>Phone Number*</td>
</tr>
<tr>
<td>Project Specific Duties*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exceptions and special instructions

Automatic eligibility
If you have PQS or CEC designations, you do not need to include a project list in your application. If you have an MCIOB or NCSO designation, you only need to include five projects from five different years. You may include additional projects for additional years, but they are not necessary.

Residential experience
Please do not include projects that fall under Part 9 of the National Building Code, including single-family residences, regardless of their size. They do not count toward industry experience credits in this application. We accept residential occupancies and projects that fall under Part 3 of the National Building Code’s industrial, commercial, institutional, or heavy civil sector.

Not-for-profit experience
Employment at non-profit organizations (including governments) is only eligible for experience credits if you apply for the owner’s construction manager designation or internship.
Step 5. List your education and training
Please read the Minimum requirements: Education and training section on p. 3 to be sure you have taken all the mandatory training seminars, workshops and courses. Pay particular attention to the Mandatory training section.

Credits will not be issued without this documentation:

- proof of any formal education you have completed (e.g., diploma, certificate);
- titles of each training seminar, workshop and course taken in the past 10 years. Please include the duration of each one (i.e. the number of hours);
- record of attendance or certificate of completion for every training seminar, workshop or course you've completed.

Remember: There are no education and training requirements if you apply to become a Gold Seal Intern. Still, we encourage you to provide as much information about your training and work experience as possible.

Only enter the Construction Industry Ethics courses under Mandatory Training.

Step 6. Attach a letter of recommendation
You will need a signed letter of recommendation from your current employer detailing your position at the company, your length of time with the company and a summary of your duties. If you are self-employed, please provide a letter from a client detailing your company name, your position title, your length of time in business and a summary of your duties.

- The letter needs to be current and written by direct supervisor.
Step 7. Complete the survey
Answer the questions regarding how you learned about Gold Seal Certification and why you want to become certified.

Step 8. Attach additional information
If there is any additional information that may support your application, please upload it. Consider including proof of any construction-related awards you have received, as well as additional certifications or designations not listed under education and training.

Step 9. Pay the application fee
This is the last step in your application. Once it is completed, you cannot change the information in your application.

- Only press “Submit” once. Wait for the submission to go through.
- Receipts are issues through PayPal. If you didn’t receive a receipt, check your spam folder. You can contact goldseal@cca-acc.com for receipt.

Application fee processing
We will process your fee as soon as we receive your application. This does not mean you are approved to write the Gold Seal exam.

If you are accepted to the program and withdraw from it at any time, we will retain an administrative fee of $75 (plus applicable taxes).

What else do I need to know about the exam?

When is the submission deadline?
We offer the Gold Seal Certification exams in January, April and October. Check the Gold Seal Certification website for precise dates. The deadline to submit your application is at least six weeks before the next scheduled exam date. You must select your exam date at least two weeks before the exam date.

Where do I write the exam?
You will write your exam at the local construction association you selected when you created your account.

If you are scheduled to write the exam and fail to attend, there is an administrative fee of $50 (plus applicable taxes).

What are the technical requirements?
You must bring a laptop computer to the exam as one will not be provided to you. The computer you use for your exam must meet these technical requirements:

- It must be able to connect to your local construction association’s wireless account.
• It must have an up-to-date version of Chrome, Firefox, Safari or Edge. You cannot take the exam using Internet Explorer.
• It should have a screen that is 11 inches or larger.
• We recommend a standard keyboard instead of an on-screen keyboard.
• We recommend using a mouse, touchpad or trackball, not a touchscreen monitor.

In which language may I write the exam?
You may write the exam in English or French. You must be proficient in one of these languages to write the exam.

What is the exam’s pass mark?
The exam’s pass mark is 75%. The exam questions are developed and vetted by industry experts in each of the designations we certify.

How long is the exam?
You have 3.5 hours to complete the exam.

I have questions. Who do I call?
If you have questions about GSI or GSC, email goldseal@cca-acc.com.
Appendix A: Designations we certify

ESTIMATOR

Role
A construction estimator has wide-ranging knowledge of construction costs, construction methods, and contracts. This includes a working understanding of the practical aspects of the various fields involved in construction projects.

Responsibilities
- Review, evaluate, and coordinate all relevant documents from concept to construction, regardless of the delivery form
- Consider all project risks, such as procurement, contracts, scope, methodology, cost, quality, schedule, etc.
- Assess project site logistics and conditions that may impact site construction (e.g., material and construction access, surface topography, drainage, availability of temporary utilities)
- Evaluate equipment needs, the operations sequence, the crew size, the site’s physical constraints (e.g., waste materials, inclement weather, shipping delays), and other cost-impact factors
- Determine the quantity of labour and material required for the project, typically referred to as the quantity survey or takeoff
- Communicate with potential subtrades
- Prepare and interpret tender documents, specifications, general conditions, and other parts of contracts; analyze bids and/or negotiate contracts
- Prepare a project cost summary, including labour, equipment, materials, safety, subcontractors, overhead, taxes, insurance, mark-up, etc.
- Prepare a turnover package, including all tender documents, schedules, emails, and strategies for the project manager
- During construction, potentially manage the cost, negotiation, and settlement of change orders or extra costs; mitigate potential claims
- As necessary, review and/or evaluate constructability, schedule, contract scopes and awards, cost planning, and life-cycle costing
- Act as an expert witness on construction costs during dispute cases
FOREMAN

Role
The title of foreman has numerous connotations in the construction industry. CCA defines it as someone who directly supervises hands-on construction work but is one step removed from working with tools. Foremen are usually experienced tradespeople who possess all the required technical skills of their trade or occupation.

A foreman must know and apply the occupational health and safety rules and best practices. It's essential that these supervisors identify hazards and take the measures necessary to protect themselves, co-workers, the public and the environment.

Responsibilities

• Supervise and organize tradespeople who build the components, structures, and systems that make up a construction project
• Hold primary responsibility for the safety, quality and productivity of construction projects
• Be responsible and accountable for knowing and understanding current environmental regulations
• Be responsible and accountable for knowing and understanding current health and safety regulations
• Be responsible and accountable for knowing and understanding current human/labour rights
• Be responsible for ensuring that workers have proper equipment certification and safely operate the equipment
• Be responsible for reviewing drawings and estimates to ensure accuracy in terms of scope of work
• Support the project manager in identifying requests for information and construction change notices
• Review drawings (and CAD if applicable) to improve constructability and reduce interferences
• Be responsible for layout, ordering material, ordering tools (through own shop or external sources) and equipment
• Ensure at the start of the project that all on-site workers' training certificates are up to date
• Ensure that ‘tool box talks’ are completed weekly on topics that are relevant to the tasks performed on site
• Perform weekly site inspections and submit them to the safety representative; review the site for general contractor safety issues (e.g., openings, guardrails); raise issues with the general contractor and send reports to the head office
• Perform a monthly inventory of tools and equipment
• Ensure that workers are licensed to work on certain products and materials and that all work is performed to the applicable codes

• Be responsible for organizing and managing lifts (crane/helicopter), which includes having a lifting plan, permits, and proper rigging equipment

• Work with authorities having jurisdiction (e.g., plumbing or electrical inspectors)

• Monitor the 'hours spent' against 'work complete' by monitoring labour productivity, assessing the requirements to keep equipment, etc., on track and meet budgetary and schedule milestones

• Work cooperatively with the general contractor, internal and external subcontractors

• Attend foreman meetings held by the general contractor

• Release finish products and control products on site

• Order materials for workers

• Identify hazards and ensure that hazardous work has the required permits and is performed in a safe manner

• Ensure that the general contractor has provided safe work areas (e.g., no asbestos, no mold)

• Obtain personal training that is relevant to the project (e.g., infection control and general training, first aid)

• Ensure that the project requirements are understood (e.g., infection control of materials)

• Ensure that systems are properly tested prior to handover in a safe manner

• If applicable: Maintain union rules and obligations, such as providing a lunch room, water, etc.; know and fulfill union rules regarding overtime, time off, parking, etc.; understand when grievances apply, and ensure that all workers are union members, and work directly with the job steward
OWNER’S CONSTRUCTION MANAGER

Role
An owner’s construction manager is accountable to the procurement authority [which could include owners, consultants (on behalf of the owners), general contractors, construction managers and design builders] for time, cost, quality, and the project’s overall performance. This position is also responsible for promoting close and harmonious relations with stakeholders.

In the pre-award phase of the project, this position leads the project team’s major objectives, including stakeholder relations, scope and design, cost, schedule, risks, procurement, quality, and ensuring that the project’s requirements and contractual obligations can be met.

In the post-award phase of the project, this position is accountable to the procurement authority. The owner’s construction manager provides leadership around project development, implementation, and closeout, covering the same areas noted above for the pre-award phase.

Responsibilities
- Develop a business case by defining the project’s needs and expectations
- Develop the project’s scope by determining the project’s charter and definition
- Develop and maintain the budget through the project’s life
- Develop and maintain the schedule from inception to closeout and commissioning
- Manage stakeholder relations through documentation and communication
- Manage procurement by selecting and managing the designers, contracting strategies, project delivery methods, and contractors
- Manage the construction contract process through the pre-construction, construction, and post-construction phases
- Manage project risks by developing and implementing a project risk management plan
- Manage the change process by developing and implementing a project change management plan
- Manage the project closeout and commissioning process by defining the requirements of the project at substantial and final completion
- Provide follow-up feedback about whether the processes met the needs and expectations defined in the project’s original business case
PROJECT MANAGER

Role
A construction project manager helps create clear and attainable project objectives and is responsible for accomplishing them.

As the company’s representative, this position is accountable for timing, costs, and the overall construction project’s performance. They are also responsible for promoting close and harmonious relationships among the owner/client and design consultants. The construction project manager provides leadership on overarching project matters and strategy. They may be responsible for managing more than one project at a time.

Responsibilities

Tendering phase:
- Advise estimator on construction methods and indirect costs of construction

Planning phase:
- Study plans, specifications, addenda, and all construction documents and conditions
- Establish a project strategy with supervision and general management
- Determine the timing and coordination of all project activities associated with schedules
- Coordinate the preparation of basic project guidelines in areas such as task breakdown and definitions, deciding to subcontract or build with own forces, scheduling, budgeting, project organization, and staffing
- Negotiate, modify, and award subcontracts
- Prepare and populate construction management tracking logs (e.g., document control logs, shop drawing logs, closeout document logs, quality assessment/control and operations and maintenance manuals)
- Develop a risk management plan

Construction phase:
- Control the project through the use of budgets, schedules and progress reports; integrate these into the technical performance of the project to ensure that the work is performed on schedule and in the most economical manner
- Establish project milestones and direct the updating, revising and analysis of the project’s schedule
- Establish project processes and procedures (e.g., requests for information, site instructions, contemplated change orders, potential change orders)
- Ensure that all stakeholders are aware of the processes and procedures and use them throughout the project
• Price and determine the impact to the schedule for all contemplated change orders
• Work with the superintendent to ensure that the budget and schedule are followed throughout the project
• Work with the owner and consultants to resolve design and construction issues
• Prepare and present financial reports to senior management
• Direct and support the activities of the project coordinator, project office manager, and staff
• Prepare monthly billing and approve the subtrades’ invoices
• Prepare and present claims
• Ensure that shop drawings are reviewed and processed in a timely manner
• Manage project risks by developing and implementing a project risk management plan
• Participate in deficiency resolution
• Prepare and submit operations and maintenance manuals to consultants
• Work with consultants to achieve substantial completion
• Work with the superintendent and 'authorities having jurisdiction' to achieve occupancy
• Maintain continuous relations with the client and design consultants at the senior working level
• Act as a role model; mentor junior staff
• Review and report on the performance of staff responsible for project coordination

Project closeout:
• Ensure that the certificate of substantial performance is managed according to provincial legislation
• Ensure that the subtrade contract billings are comprehensive/complete and paid
• Ensure that all closeout documents, attic stock, etc. are submitted and approved
• Ensure that holdback is received and paid to the subtrades
• Closeout the building permit(s)

Post construction:
• Participate in lessons learned sessions with the project team and estimating team
SAFETY COORDINATOR

Role
The construction safety coordinator develops, administers, and implements the health, safety and environment (HSE) program.

Relying on training, practical experience, and effective communication skills, this position liaises with project management, government agencies, associations, and all site personnel to prevent incidents, injuries and other forms of loss.

Construction safety coordinators identify, assess, communicate, and recommend controls on a variety of HSE issues specific to the jobsite. This position keeps management current about the status of HSE issues that may impact the work being performed.

Responsibilities
- Review company policies and confirm that they were communicated to employees
- Coordinate the development and review of safety procedures
- Assess compliance with the applicable governmental legislation; create solutions where non-compliance exists
- Verify that the training of site personnel is current, valid, and relevant
- Assist management in identifying and addressing training gaps
- Review health and safety reports, analyzing compiled data to determine areas of improvement
- Assist in inspections of the workplace to verify that safety standards are met and consistently enforced
- Assess job site safety compliance through documentation review, including hazard analysis, inspections, safe work procedures, investigations; communicate the findings through reports and recommendations
- Assist with the preparation and coordination of information for job pre-start meetings
- Deliver or ensure the delivery of the project's HSE orientations
- Research, plan, organize, and conduct training programs and seminars
- Manage investigation processes and the reporting of health and safety incidents
- Verify that safety meetings, record keeping, and safety administration are performed
- Coordinate the emergency preparedness planning and response measures
- Verify that modified work programs are implemented on site as per policies and local regulations
- Promote a positive HSE workplace culture
• Participate in internal and external auditing
• Engage in safety coaching and mentoring to help all project personnel
• Assess risk tolerance
• Suggest strategies to continuously improve the cultural acceptance of risk
• Participate in continuous professional development in HSE
• Maintain an awareness of upcoming legislative changes that inform the development or modification of procedures
SUPERINTENDENT

Role
A construction superintendent is the leader on a construction site and is responsible for a project’s overall operation. This position oversees field operations, site safety, productivity, scheduling, and work quality, and coordinates trade contractors and suppliers. They work in conjunction with the project manager to lead the project team.

The superintendent’s most important function is ensuring the health and safety of all personnel on site. To this end, they must have extensive knowledge of their duties and the health and safety laws as prescribed by local legislation. A construction superintendent’s most challenging task is often scheduling trades and timing work.

Most projects have demanding timelines with little room for errors and rework. It’s possible to mitigate risks by having the superintendent participate in pre-construction planning, preparing schedules and planning the sequence of construction. It’s also beneficial to have them participate in the tendering process to ensure that trade scopes are complete. Getting buy in from contractors about the schedule is also key to the project’s smooth execution.

Responsibilities
- Conduct site planning, scheduling and objective setting
- Understand the project’s goals, the contract documents, the trades’ scopes of work
- Control construction site activities
- Maintain the company’s health and safety policies; lead by example
- Monitor site activities to ensure that everyone uses safe work practices
- Maintain a safe site by following company standards and policies and ensure that the requirements of the Occupational Health and Safety Act are enforced
- Along with the project manager, prepare and maintain the construction schedule
- Schedule trades and organize work
- Estimate materials and staffing/labour required for specific parts of the project
- Organize and lead effective and productive project meetings (e.g. mandatory safety meetings, weekly schedule meetings, owner/client meetings, less formal on-site meetings)
- Be involved in the marketing strategy
- Maintain good relations with owners, architects and consultants
- Participate in procurement interviews with prospective clients
• Know the local and national building codes and maintain a good relationship with the local building authorities

• Use knowledge and experience to offer alternatives/redesign solutions that are economical when problems or changes occur

• Create and maintain a punch list and deficiency program to ensure quality control and the timely remedy of deficiencies to ensure delivery of the finished product

• Adapt to new methods and technology (e.g., new construction methods and materials, new computer literacy requirements, updated safety training)

• Maintain quality control

• Train and mentor others to maintain and improve a project’s safety program

• Transfer knowledge, particularly regarding safety, to younger or less experienced workers.