

# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Health and Safety Performance Review and Evaluation**

### **Contents**

#### **Worker Health and Safety**

#### **Performance Review and Evaluation..... 1**

**Purpose..... 1**

**Evaluation Process..... 1**

**Responsibility..... 2**

**Record of Review and Evaluation..... 2**

#### **Forms Contained in This Section..... 3**

**Record of Worker Health and Safety**

**Performance Review and Evaluation..... 4**

#### **Manager or Foreman Health and Safety**

#### **Performance Review and Evaluation..... 5**

**Purpose..... 5**

**Evaluation Process..... 5**

**Managers..... 5**

**Foremans..... 5**

**Record of Review and Evaluation..... 6**

#### **Forms Contained in This Section..... 7**

**Record of Manager or Foreman Health and Safety**

**Performance Review and Evaluation..... 8**

# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Worker Health and Safety** **Performance Review and Evaluation**

### **Purpose**

The purpose of a performance review is to:

- identify a worker's strengths and weaknesses
- reinforce the worker's good habits
- develop ways for the worker to improve in weaker areas
- document how the worker's performance compares to the goals of his or her job description
- provide an opportunity for the worker to discuss his or her interests and work-related goals with the Foreman

In order to achieve and maintain high health and safety standards, BASSI CONSTRUCTION AND MASONRY LIMITED shall review and evaluate all workers employed by this company:

- to assess health and safety performance
- to assess the level of skills and determine the need for the development of specific training programs to meet the growing and/or changing needs of this company
- to retain workers who are skilled, provide the highest quality of work and incorporate health and safety into their daily work activities

### **Evaluation Process**

#### **Suggestion(s) to User**

Specify the basis on which this review and evaluation will be conducted. Consider the nature of your business and regularity of your workforce. Employers who experience frequent changes in their workforce may want to monitor health and safety performance on an ongoing basis by updating the review and evaluating upon commencement of work, in the event of a violation, upon completion of a probationary period, etc. The Foreman would update and document accordingly and unsatisfactory performance would be factored into the worker's long-range job prospects.

The Worker Health and Safety Performance Review and Evaluation will assess the health and safety performance of a worker.

#### **The review shall consider:**

- the worker's ability to perform the work safely and efficiently in compliance with the OHSA, any other applicable legislation and BASSI CONSTRUCTION LTD. Health and

# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Safety Program**

- the worker's ability to follow instructions
- the worker's attitude and professionalism
  - For example, the worker reports for his or her regularly scheduled shift on time, and where he or she is unable to report for work or will be late, notifies the [Enter job title] as required by company policy.
- [Add additional information as appropriate]

## **Responsibility**

It will be the responsibility of the Foreman to evaluate the workers under his or her direct supervision.

## **Record of Review and Evaluation**

The *Record of Worker Health and Safety Performance Review and Evaluation* must be completed by the Foreman and forwarded to the Manager of Health and Safety for review. Upon completion of the review, the Manager of Health and Safety shall take the steps that may be necessary and then forward the form to the Human Resources Department department, which shall retain the form in the worker's personnel file.

# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Forms Contained in This Section**

- Record of Worker Health and Safety Performance Review and Evaluation



# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Manager or Foreman Health and Safety Performance Review and Evaluation**

### **Purpose**

BASSI CONSTRUCTION AND MASONRY LIMITED shall review and evaluate all managers and Foremans employed by this company:

- to assess health and safety performance
- to assess the level of skills and determine the need for the development of specific training programs to meet the growing and/or changing needs of this company
- to employ managers and Foremans who are skilled, provide high health and safety standards, ensure quality of work and share the philosophy and goals of this company
- to encourage training and skills development

### **Evaluation Process**

#### **Suggestion(s) to User**

The *Record of Manager or Foreman Health and Safety Performance Review and Evaluation* may be revised to meet specific requirements. A scoring process is provided or may be deleted accordingly. If the performance is evaluated on the basis of score, we suggest a minimum score of 85% to 90% to be acceptable.

The evaluation will consider the manager's or Foreman's performance with respect to health and safety.

#### **Suggestion(s) to User**

Specify below the job title of the person who will evaluate managers and Foremans.

### **Managers**

It will be the responsibility of the [Enter job title] to evaluate each manager within this organization.

### **Foremans**

It will be the responsibility of the [Enter job title] to evaluate each Foreman within this organization.

# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Record of Review and Evaluation**

The *Record of Manager or Foreman Health and Safety Performance Review and Evaluation* will be retained by the Human Resources Department department in the manager's or Foreman's personnel file.

# *Bassi Construction Ltd.*

*Health and Safety Performance Review and Evaluation*  
© SafetyPrint Inc. 2001

---

## **Forms Contained in This Section**

- Record of Manager or Foreman Health and Safety Performance Review and Evaluation

# Bassi Construction Ltd.

Health and Safety Performance Review and Evaluation  
© SafetyPrint Inc. 2001

## Record of Manager or Foreman Health and Safety Performance Review and Evaluation

<b>Employee Name:</b>	<b>Employee # :</b>
<b>Years Experience in a Supervisory Capacity:</b>	<b>Level:</b>
<b>Experience:</b>	
Specialty skills	
Training or certificates obtained since last evaluation	
Training required to support a promotion	

Indicate <b>P</b> (Poor), <b>S</b> (Satisfactory), <b>AA</b> (Above Average) for the following:	<b>P</b>	<b>S</b>	<b>AA</b>
<b>General Knowledge and Application</b>			
<b>Communication</b>			
Written (includes neatness and legibility):			
• With management			
• With customers			
• With workers and subcontractors			
Verbal:			
• With management			
• With customers			
• With workers and subcontractors			
<b>Organization</b>			
Of workers he or she supervises or manages			
Arranges for purchase of material, tools and equipment			
General housekeeping			
<b>Clerical Skills</b>			
Paperwork (purchase orders, change orders, receivers, etc.)			
Timesheets (accurate and on time)			
Reports (thorough and on time)			
Documentation (thorough and on time)			

# Bassi Construction Ltd.

Health and Safety Performance Review and Evaluation  
© SafetyPrint Inc. 2001

Indicate <b>P</b> (Poor), <b>S</b> (Satisfactory), <b>AA</b> (Above Average) for the following:	<b>P</b>	<b>S</b>	<b>AA</b>
<b>Training of Workers</b>			
Inspection, use, care, maintenance and storage of:			
. PPE			
. Tools, materials, machinery, equipment and vehicles			
<b>WHMIS (as required)</b>			
MSDS review			
New worker orientations			
Site orientations			
Site-specific requirements and procedures:			
. Training and skill development			
. Orientation to and training in corporate policies and procedures			
. Emergency Response and Rescue			
<b>Worker Assessment</b>			
Evaluates the performance of workers under his or her supervision			
Conducts Worker Health and Safety Performance Reviews and Evaluations			
Conducts job hazard analyses			
Implements and enforces reprimand system			
<b>Site Planning and Preparation</b>			
First aid kits maintained and records kept			
Correct number of qualified first aid providers on site			
Hazard identification, assessment and controls			
Development and implementation of the Rescue Plan:			
. Fall Arrest (Include Tower Crane)			
. Confined Space			
. Safety Nets			
Fire Prevention and Protection:			
. Procedures and use of fire extinguishers			
<b>Health and Safety</b>			
Tool Box Talks and Safety Meetings:			
. Conducted			
. Content and Quality			
Hazard and Incident/Accident Investigations			
Ability to provide work within worker's restrictions			
Safety-related clerical duties			
<b>Records</b>			
Work-Related Injuries:			
. Communicates with management regarding status of injured worker			
. Monitors injured workers during recovery process			
. Provides support to workers during Return to Work Plan			
Records maintained:			
. On site as set forth under the <i>OHS</i> A			
. Tool Box Talks			

# Bassi Construction Ltd.

Health and Safety Performance Review and Evaluation  
© SafetyPrint Inc. 2001

Indicate <b>P</b> (Poor), <b>S</b> (Satisfactory), <b>AA</b> (Above Average) for the following:	<b>P</b>	<b>S</b>	<b>AA</b>
• Site inspections			
• Site safety records			
• Records of training prepared and maintained			
Posting requirements fulfilled			
<b>Miscellaneous</b>			
Care and maintenance of:			
• Tools and equipment			
• Company vehicle			
Loss of tools, materials and equipment			
• Loss through theft (not adequately stored/protected)			
• Workers he or she supervises misplace them on site			
• Frequency of loss is greater than expected			
Professionalism			
Attitude and communication			
Compliance with company policies and procedures			
Follows instructions			
Level of responsibility			
<b>Total Points</b>			
<p><b>Possible Points:</b> = _____</p> <p><b>+1 × Number of factors rated.</b></p> <p><b>Minimum is [85%]</b></p> <p style="text-align: right;">Total Points                  Possible</p> <p style="text-align: right;">= _____ %</p>			
<b>General Comments</b>			
<b>Key</b>		<b>Scoring</b>	
<b>P</b> Poor		Poor	-1
<b>S</b> Satisfactory		Satisfactory	0
<b>AA</b> Above Average		Above Average	+1
<b>Evaluation performed by:</b>			
<b>Name:</b>	<b>Title:</b>	<b>Date:</b>	