

# Health and Safety Representative for Construction, Drilling, Service Rigs and Completions Operations

Type: Site Document	Scope: Canada, Field Sites	Code: 20-00278-DC
Owner: Safety & Environment - CBU		Revision: 0.0

## Responsibilities of the Health and Safety Representative (HSR)

Repsol's standard is to have an onsite representative on all construction, drilling and completions operations. **The onsite representative will fill the role of site HSR** and will:

- Hold at least one meeting at the start of the project (e.g., site, well) to discuss hazards and mitigations at the worksite and the role and responsibilities of the HSR
- Hold subsequent meetings at least quarterly (if applicable); meeting minutes are immediately posted at the worksite and a record created in Synergi
- Receive and act upon concerns and complaints with regard to the health and safety of Workers at the Worksite
- Participate in the identification of hazards (to Workers or other persons) at the Worksite
- Develop, promote and assess the effectiveness of measures designed to protect Workers and persons at the Worksite (e.g., hazard identification)
- Make recommendations to Repsol, other employers, the Owner and the Prime Contractor regarding the health and safety of Workers
- Complete, document and post at the worksite weekly inspections of the Worksite
- Participate in the investigation of Serious Incidents at the Worksite (see Investigation Toolkit)
- Maintain records in connection with receipt and disposition of health and safety concerns and complaints and any other matter relating to the duties of the HSR (enter into Synergi)
- Participate in resolution of Work Refusal situations
- Any other duty specified by OHS Legislation
- Cooperate with a representative from Repsol Oil & Gas Canada Inc.(ROGCI) or a Prime Contractor or employer
- Cooperate with an OHS Officer
- All documentation must be retained, filed with Repsol and available upon request by an OHS Officer

Site Location: \_\_\_\_\_

Phase of Work/Scope: \_\_\_\_\_

Health and Safety Representative (Name and Phone #): \_\_\_\_\_

Date: \_\_\_\_\_

***This document must be completed by the HSR, discussed with all workers and conspicuously posted at site.***