



MAGNUM CONSTRUCTION SERVICES INC.

SAFETY ROLES & RESPONSIBILITY MATRIX

Document Code: MCS-QHSE-06 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To define and document the safety, health, and environmental responsibilities of all personnel within Magnum Construction Services Inc., ensuring full alignment with:

- **ISO 45001:2018 (Clauses 5.3 & 7.2)**
 - **OSHA 29 CFR 1926 – Construction Safety and Health Regulations**
 - **Corporate HSE Manual (MCS-QHSE-01)**
 - **Safety Management System Procedures (MCS-QHSE-03)**
-

2. SCOPE

This matrix applies to all corporate offices, fabrication facilities, and job sites managed or supervised by Magnum Construction Services Inc., including subcontractors and temporary personnel.

3. SAFETY GOVERNANCE HIERARCHY

Executive Leadership → Corporate HSE → Project Management → Site Supervision → Workforce & Subcontractors

Each level has distinct, measurable safety responsibilities to ensure top-down accountability and bottom-up engagement.

4. SAFETY ROLES & RESPONSIBILITIES MATRIX

Position	Primary Responsibilities	Key Deliverables / KPIs	Authority Level
Executive Director / CEO (Michael Gaya)	Establishes corporate safety vision and policy; approves all HSE programs and resources; ensures management accountability.	- Annual HSE objectives and KPIs - Signed corporate HSE policy - Management review minutes	Final authority on corporate HSE performance
President / Managing Partner (Anthony Magadino)	Provides leadership support, approves budgets, ensures integration of safety into all projects.	- Monthly HSE reports - Budget allocation evidence - Incident trend reviews	Co-signs all corporate policies
Corporate EHS Director	Implements corporate safety strategy, audits projects, leads investigations, and ensures ISO compliance.	- Audit completion rate 100% - Corrective action closure < 30 days - TRIR ≤ 0.50	Authority to stop work companywide
Project Manager	Enforces site compliance, allocates manpower and budget for safety, ensures subcontractor adherence.	- 100% site safety plan completion - Subcontractor compliance verified - Weekly safety reports	Authority to approve PSSP and corrective actions
Superintendent / Site Manager	Conducts daily site inspections, enforces PPE and housekeeping, coordinates trades, reports incidents.	- Daily inspection logs - Zero unreported incidents - 100% toolbox talk completion	Authority to halt unsafe work onsite

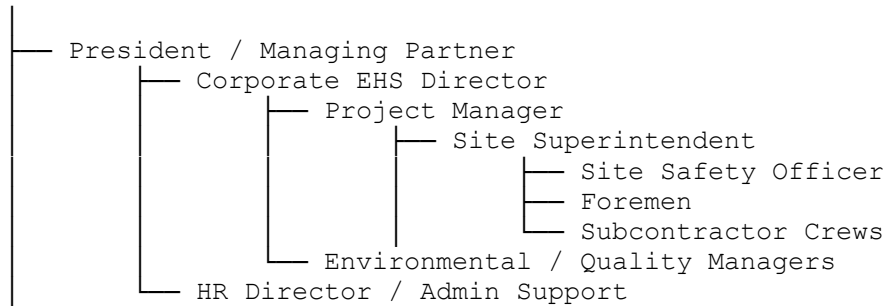


Position	Primary Responsibilities	Key Deliverables / KPIs	Authority Level
Site Safety Officer	Monitors all safety activities, maintains JHA records, conducts training and emergency drills.	- Weekly safety meeting reports - JHA compliance $\geq$ 95% - Incident investigations < 24 hrs	Direct stop-work authority
Foreman / Crew Lead	Conducts pre-task JHAs, enforces safe practices, reports hazards, ensures team compliance.	- Daily JHAs completed - PPE compliance logs - No repeat violations	Can suspend work for crew safety
Employees / Craft Workers	Follow all safety procedures, use PPE, report hazards and near-misses, attend training.	- 100% participation in toolbox meetings - Zero intentional violations	Must comply with all site rules
Subcontractor Management	Provide site-specific safety plans, maintain trained personnel, comply with Magnum standards.	- Prequalification approval - Zero serious citations - 100% orientation attendance	May be removed for non-compliance
Corporate HR Director	Ensures new hires complete safety onboarding and maintains health/safety training records.	- 100% training documentation - Annual training matrix review	Approves worker competency certifications
Quality Manager	Ensures integration of safety into QA/QC and operational procedures.	- Safety audit cross-check - Nonconformance closeout reports	Stop work for nonconforming activities

Position	Primary Responsibilities	Key Deliverables / KPIs	Authority Level
Environmental Manager	Oversees environmental compliance (stormwater, dust, waste, spills).	- SWPPP inspections - Waste manifest logs - Spill prevention drills	Direct authority for environmental stop-work
Administrative / Office Personnel	Maintain safety records, participate in drills, and assist with document control.	- Record accuracy $\geq$ 99% - Controlled document logs	Limited to administrative control functions

5. COMMUNICATION & REPORTING STRUCTURE

Executive Director / CEO



6. PERFORMANCE REVIEW & ACCOUNTABILITY

- **Monthly:** Site-level performance reviewed by Project Management.
- **Quarterly:** Corporate EHS Director presents consolidated KPIs to Executive Leadership Team (ELT).
- **Annually:** Executive Review under ISO 45001 framework; performance linked to management bonuses.



7. TRAINING & COMPETENCY ALIGNMENT

Each role must meet specific training requirements as defined in the **Safety Training Matrix (Appendix A)**.

Examples:

- CEO / Executives: Safety leadership training.
- Project Managers / Superintendents: OSHA 30-hour + risk assessment workshop.
- Foremen / Site Safety Officers: JHA, confined space, and incident investigation.
- Workers: OSHA 10-hour + task-specific training.

8. REVIEW & REVISION

This matrix shall be reviewed annually or following significant organizational or regulatory changes.

All revisions are logged in the **Document Control Register (MCS-ADM-04)**.

9. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____