

SAFETY ROLES RESPONSIBILITY MATRIX

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-HSE-MTX-006	00 (Initial Issue)	2026-10-24	[SAFETY DIRECTOR]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.]

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To define and document the safety, health and environmental responsibilities of all personnel within STRAVIK Construction Group, aligned with:

- ISO 45001:2018 (Clauses 5.3 & 7.2) – aligned with, not certified
- OSHA 29 CFR 1926 – Construction Safety and Health Regulations
- Corporate HSE Manual (STV-HSE-MAN-001)
- Safety Management System Procedures (STV-HSE-PRO-003)

2. SCOPE

Applies to all corporate offices, yards and job sites managed or supervised by STRAVIK Construction Group, 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
President (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
[VICE PRESIDENT / OPERATIONS]	Provides leadership support, approves budgets, ensures integration of safety into all projects.	Monthly HSE reports; budget allocation evidence; incident trend reviews	Co-signs corporate policies
Corporate Safety Director ([SAFETY DIRECTOR])	Implements corporate safety strategy, audits projects, leads investigations, ensures alignment with ISO 45001.	Audit completion rate 100%; corrective action closure < 30 days; TRIR ≤ 0.50 target	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	Approves 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 on site
Site Safety Officer	Monitors safety activities, maintains JHA records, conducts training and emergency drills.	Weekly safety meeting reports; JHA compliance ≥ 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; Stop Work Authority
Subcontractor Management	Provide site-specific safety plans, maintain trained personnel, comply with STRAVIK standards.	Prequalification approval; zero serious citations; 100% orientation attendance	May be removed for non-compliance
HR Manager ([HR MANAGER])	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-checks; nonconformance close-out reports	Stop work for nonconforming activities
Environmental Manager ([ENVIRONMENTAL MANAGER])	Oversees environmental compliance (stormwater, dust, waste, spills).	SWPPP inspections; waste manifest logs; spill prevention drills	Environmental stop-work authority
Administrative / Office Personnel	Maintain safety records, participate in drills, assist with document control.	Record accuracy ≥ 99%; controlled document logs	Administrative control functions

5. COMMUNICATION & REPORTING STRUCTURE

Level	Reports To
[VICE PRESIDENT / OPERATIONS]	President
Corporate Safety Director	[VICE PRESIDENT / OPERATIONS] / President
Project Manager	Corporate Safety Director (safety matters) / Operations
Site Superintendent	Project Manager
Site Safety Officer, Foremen, Subcontractor Crews	Site Superintendent
Environmental / Quality Managers	Corporate Safety Director
HR Manager / Admin Support	[VICE PRESIDENT / OPERATIONS]

6. PERFORMANCE REVIEW & ACCOUNTABILITY

- Monthly: site-level performance reviewed by Project Management.
- Quarterly: Corporate Safety Director presents consolidated KPIs to the Executive Leadership Team.
- Annually: executive review under the ISO 45001-aligned framework.

7. TRAINING & COMPETENCY ALIGNMENT

Each role must meet the training requirements defined in the Safety Training Matrix (STV-HSE-MTX-018D).
Examples:

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

8. REVIEW & REVISION

This matrix is reviewed annually or following significant organizational or regulatory changes. Revisions are logged per STV-GOV-POL-011.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.