



SOP-SITE-05 – Site Coordination with General Contractor Procedure

Site Coordination with General Contractor Procedure

Viking Reinforcing Ltd. – Construction Site Operational Procedure
Coordination of Safety, Scheduling, and Work Activities with General Contractors
Applicable to All Viking Reinforcing Field Operations – British Columbia

Document Control

Document Number	SOP-SITE-05
Activity	Site Coordination with General Contractor
Applicable Standard	ISO 45001:2018 Clause 8.1.4 – Coordination of Contractors
Jurisdiction	WorkSafeBC Occupational Health & Safety Regulation
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1. Purpose

This procedure establishes the process for coordinating reinforcing steel work with the general contractor and other trades on construction sites. Proper coordination ensures that Viking Reinforcing operations align with site safety plans, scheduling requirements, and hazard controls.

2. Scope

This procedure applies to all Viking Reinforcing employees working on construction sites where a general contractor or construction manager is responsible for site coordination and safety oversight.

3. Roles and Responsibilities

VP Production – Chad Cowan

- Ensures company operations comply with site coordination requirements.

Chief Safety Officer – Dan Ansell



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- Ensures Viking Reinforcing safety procedures align with site safety programs.

Foreman – Danny L'Heureux

- Primary liaison with the general contractor and site superintendent.

Crew Members

- Follow site-specific safety rules and coordination instructions.

4. Site Orientation Requirements

All Viking Reinforcing workers must attend the general contractor's site orientation before beginning work. Orientation typically includes:

- Site safety rules
- Emergency procedures
- Traffic management plans
- Hazard communication procedures
- Required PPE.

5. Alignment with Site Safety Plan

Viking Reinforcing workers must follow the project-specific safety plan developed by the general contractor. Company procedures must align with the site safety requirements and hazard controls established for the project.

6. Coordination with Other Trades

Rebar installation activities must be coordinated with other trades such as formwork, concrete placement operations, and excavation work to prevent conflicting activities and unsafe conditions.

7. Communication Protocols

Daily communication with the site superintendent or foreman is required to ensure work sequencing, hazard identification, and safety concerns are addressed.

8. Hazard Reporting

Workers must report hazards identified on site to their supervisor and the general contractor's safety representative where required.

9. Prohibited Practices

The following practices are prohibited:

- Ignoring site safety rules



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- Performing work outside approved work areas
- Working without proper coordination with other trades.

10. Emergency Procedures

In the event of an emergency:

1. Follow site emergency procedures.
2. Notify the site supervisor or emergency coordinator.
3. Provide assistance where safe to do so.

11. Records and Documentation

FORM-OHS-02 – Incident Report Form

FORM-OHS-06 – Hazard Assessment Form

LOG-OHS-04 – Safety Meeting Log

REGISTER-OHS-02 – Corrective Action Register

12. Continuous Improvement

Lessons learned from site coordination challenges, incidents, and safety meetings will be used to improve coordination procedures for future projects.