

# Safety Advisor Task Schedule

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Safety Advisors will provide safety consulting and staffing services implementing the Contractor Safety Management Program for AEP Transmission. Some of these responsibilities include:

## Daily

- Perform truck inspection and document in Power Apps.
- Perform 1-2 CORE visits per day.
- Email observation reports to the AEP Project Team.
- Follow-up and track incidents.
- Daily Admin:
  - Check VERO,
  - Email correspondence,
  - Enter Guardian reports,
  - OSHA regulation research,
  - Review WSHPs,
  - conference calls,
  - Community reports,
  - update project list,
  - Etc.

## Weekly

- Create a schedule and plan the week.
- Make travel arrangements.
- Complete timesheets and expense reports.
- Review the weekly summary reports from Guardian.
- Attend weekly progress meetings and/or conference calls.
- Participate in contractor daily Job Briefing and THA meeting(s).

## Monthly

- Attend TCR Safety Conference Call
- Attend Contractor Safety Management Call
- Attend Lead Safety Advisor Team Meeting
- Complete training requirements
- Clean-up project lists / work order numbers
- Attend monthly regional meetings
- Participate in contractor weekly tailboard meeting.

## Routinely

- Attend pre-bid, pre-construction, planning for safety expectations meetings (PSEMs), and progress meetings.
- Complete training as required by Paylocity and on-going webinars.
- Attend Semi-Annual TCR Meetings
- Participate in Safety Stand-Downs.
- Review contractor bid proposal, perform contractor evaluations and provide feedback to AEP personnel.
- Attend bid review meetings and/or bid interviews
- Stay up-to-date with keeping truck cleaned and serviced.