



Example of Foreman Job Description

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Our company is growing rapidly and is looking for a foreman. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for foreman

- Ensure works are carried out in accordance with H&S legislation and approved RAMS
- Ensure all daily checks are completed
- Carry out Site Inductions, Daily Briefings, Tool Box Talks and Task Safety Briefings
- Order and manage materials to minimise wastage
- Produce fully comprehensive daily records
- Good experience of managing a variety of different types of works with both direct and subcontract workforce
- Excellent Health & Safety awareness with a demonstrable record of managing sites with an outstanding safety record
- Leads Yard in the day-to-day completion of their jobs
- Welder, forklift and electric hand tools
- Where controlling work in relation to excavations monitor planking and strutting or other support systems for safe working before allowing anyone to enter any excavation and during the progress of work

Qualifications for foreman

- Minimum 1 year supervisory experience in a mining environment
- Proficient on PC to include MS Office suite
- Experience with pit design/exploration, drilling, blasting, inventory control, inventory measures and customer service preferred
- Ability to pass a pre-employment drug test, physical and background check

- Ability to prioritize, inspect work and organize other workers