

# Site Management & Training

- **Workshop B**

- Graham Downs

- Building Services Manager
- West Lothian Council

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# Site Management & Training

- *Outcomes*

- Taking Site Management a Step Further
- A Working Method
- Positive Outcomes and the Future

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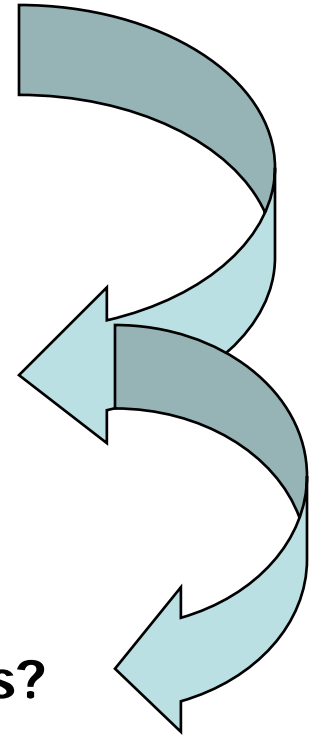


# Site Management & Training

 » **Where are we now?**

 » **Where do we want to be?**

 » **How are we going to achieve this?**



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# Site Management & Training

- *Taking Site Management a Step Further*
  - Communication
    - Communication
      - » Communication



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# Site Management & Training

- *Formation of Specialist Support Team (Organisational Development Team)*
  - Service Specific Health, Safety & Training Adviser
  - Apprentice & Training Co-ordinators
  - Organisational Development Support

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# Site Management & Training

- *Taking Site Management a Step Further*
  - Competence
  - Proactive approach
  - New technology
  - Consultation



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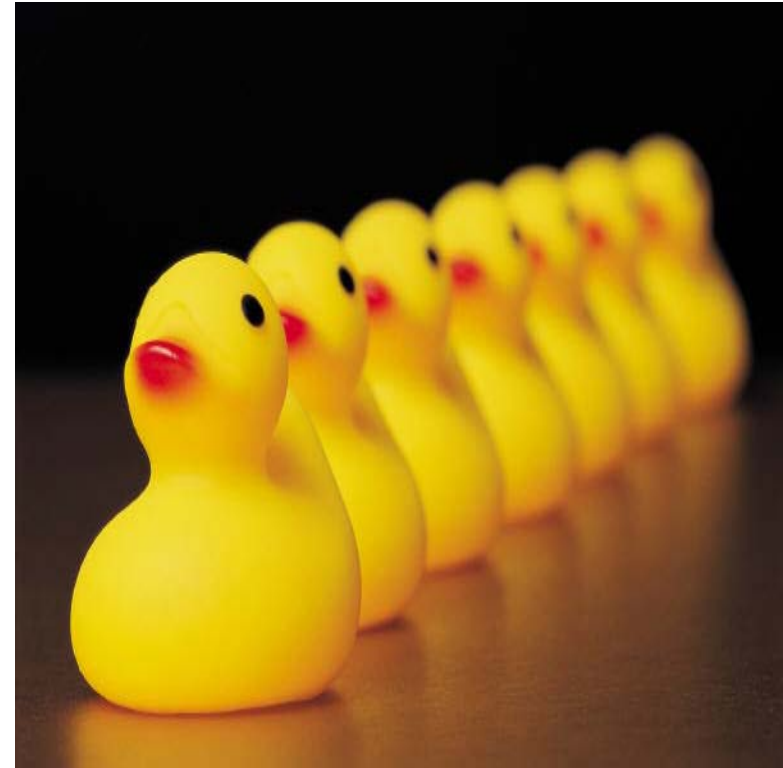


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# Site Management & Training

- *Standardise & streamline procedures*
  - Improve the planning
  - Do not re-invent the wheel!



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# Site Management & Training

## Old Site Checklist

CONTRACT PROCEDURES									
CONTRACT	EST NR	JOB NR	CONTRACT	Yes	No	EST NR	JOB NR	Comments	Signature
Function	EST NR	JOB NR	CONTRACT	Yes	No	Date	Date	Comments	Signature
1 Pre contract Meeting									
2 Does contract come under CDM									
3 C.P.P. H&S notification (initial)									
4 Material take off									
5 Method statements and risk assessments from sub-contractors when tendering (include training records)									
6 Select suppliers									
7 Availability of specialist contractors									
8 List of sub-contractors used									
9 Hand over documentation incl. Full set of drawings, tender and construction									
10 Bill of Quantities									
11 Specifications									
12 Sub-contractors list and forms of sub-contract									
13 Produce programme									
14 H&S notification (additional)									
15 Appoint supervisor for job									
16 Order materials and copy for the programme & request all literature on materials									
17 Order to Sub-contractors & copy for file									
18 Place on drawings to others i.e. Sub-contractors, electricians, Material scheduler									
19 Letter to those affected as appropriate									
20 7 Day notice to tenants if appropriate									
21 F10 Form+ H&S C.P. plan issued to P.C.									
22 H&S of site (checklist) what is in place/what regs to be addressed									
23 Site register									
24 Asbestos register and survey report									
25 Site compound/segregation or work areas									
26 Site accommodation etc.									
27 Accident book									
28 Accident investigation forms									
29 First Aid kit									
30 Contract personnel & telephone No sheets									
31 Site induction forms									
32 Weekly Check sheets (site)									
33 scaffolding etc.									
34 All personnel to have site induction									
35 PPE Equipment check									
36 Plant check									

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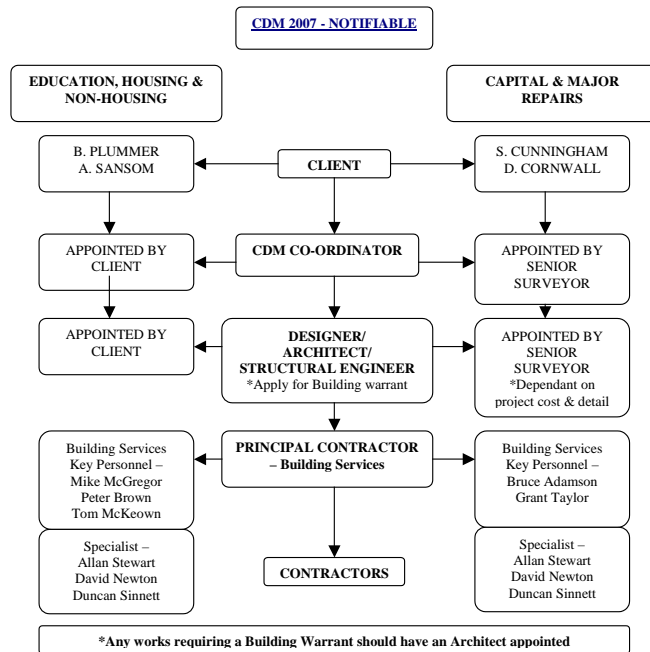
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# Site Management & Training

## ■ Site Procedures



### CDM 2007 Cover Sheet

**Building Services Site Management are reminded to ensure all sections within part one are present and complete and all sections identified within part two are complete: -**

#### **Part One**

- F10 Notification – Signed by the Client
- Pre-Construction Information
- Asbestos Register
- Contractors-
  - Risk Assessments
  - Method Statements/Safe Systems of Work
  - Training Records

#### **Part Two**

##### **Complete:**

- Risk Assessment & COSHH Registers on Pages 22 – 26 (Appendix 1)
- Site Waste Management Plan - Page 27 (Appendix 2)
- Work at Height Risk Assessment Checklist – Page 28 (Appendix 3)
- LOLER Checklist – Page 40 (Appendix 4)
- All Site Specific Risk Assessments and Method Statements

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# Site Management & Training

- *Training*
  - Core Skills
  - Investment for the future
  - No. of Training days



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# Site Management & Training

- Training - Core Skills

	H&S Induction	PPE & Personal Safety	Customer Care	Risk Assessment	Manual Handling	Work at Height/Ladders	COSHH Awareness	Accident Prevention & Reporting	Needlestick Awareness	Fire Safety and/or Fire Warden	Asbestos Awareness	CDM Awareness	Noise & Vibration	Underground Service Avoidance	Abrasive Wheels	Mobile Elevated Work Platforms	Tower Scaffold Erection	Cartridge Tools	DSE & Musculoskeletal Disorders	IEE Regulations - 17th Edition	CORGI Training	SMSTS	IOSH Managing Safely	
MANAGERS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							✓			✓	✓	
SUPERVISORS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	2	✓	✓
FOREMEN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	2	✓	✓
CHARGEHAND	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	2	✓	✓
PLUMBER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
ELECTRICIAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	1			
BLACKSMITH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
FENCER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
ROOFER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
JOINER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
GLAZIER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
BUILDER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
CARPET FITTER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
GAS FITTER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	2	
PLASTERER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
PAINTER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
SCAFFOLDER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
APPRENTICES	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	1	✓	2	

1 - Electricians Only, 2 - Gas Section Only

Awareness sessions

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# Site Management & Training

- *Training*
- *CITB GE700 – Volumes 1 &2*
  - *Issued as part of the SMSTS*
- *IOSH Managing Safely*
  - *Management responsibilities*
- *CITB GT700*
  - *Tool box Talks*
  - *Customer Care*



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# Site Management & Training

## ■ Tool Box Talks

### TOOL BOX TALK

#### No. 22 Risk assessments and method statements

<b>Prepare</b>	Location? Distractions? Talk aids?
<b>Reason</b>	Work must be planned and carried out in a safe manner.
<b>Why</b>	The construction industry continues to have an unacceptable accident record.
<b>Outline</b>	This talk will cover what risk assessments and method statements mean to you.

#### Risk assessments

1. All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to any person or damage to equipment.
2. Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level.
3. Employers with five or more employees must have written risk assessments.
4. If there are fewer than five employees, the risk assessments must still be carried out although there is no legal duty to write them down.
5. Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it.
6. Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out.
7. There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs.
8. In many cases, the risk assessments will form the basis for a method statement.



- Q:** *What would you expect to find in a risk assessment?*  
**Q:** *If your company has five or more employees, how should its risk assessments be presented?*

#### Method statements

1. Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner.
2. Everyone involved in a job for which a method statement has been written should read it and sign as having understood its contents.
3. Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level.
4. Method statements are developed from the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents has been overcome.

- Q:** *Why do many method statements also include the risk assessment?*

#### Do you have any questions for me?

#### Further information

- *Construction Site Safety* (GE 700) – Module A7
- *Site Safety Simplified* (GE 706) – Chapter 3
- HSE – INDG163 (Rev 2) Five steps to risk assessment
- HSE – HSG65 Successful health and safety management

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# Site Management & Training

## ■ Tool Box Talks

### TOOL BOX TALK

No. 21	Slips, trips and falls
<b>Prepare</b>	Location? Distractions? Talk aids?
<b>Reason</b>	Every year, many injuries occur through slips, trips and falls.
<b>Why</b>	Most of these injuries are easily preventable with a little care.
<b>Outline</b>	This talk will cover the causes and prevention of slips, trips and falls.

#### Why do they occur?

1. Most injuries from slips, trips and falls occur because of poor housekeeping.
2. Many items left on the ground, such as coiled cables, hand tools, lengths of pipe or timber, will trip someone if not moved to a safe position.
3. Spilt substances, such as oils and greases, will form a slip hazard if not immediately cleaned up.
4. General debris, such as brick and block fragments, can quickly accumulate and form a tripping hazard if it is not cleaned up as it is created.
5. Trailing cables are another frequent cause of tripping.
6. Mud left on the rungs of a ladder by the previous user will be a slipping and falling hazard for the next person.
7. Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness.

**Q: What can you do in your job to reduce tripping hazards?**

#### What can you do about it?

1. Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber.
2. Do not leave tools, equipment or unused materials lying about on the floor.
3. If you are using substances which could possibly spill, ensure that you have a means of effectively clearing up the spillage.
4. As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways.
5. If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others.
6. Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location.

**Q: What would be an effective way of clearing up spilt liquid?**

**REMEMBER** TIDY UP AS YOU GO, YOUR CARELESSNESS COULD CAUSE SERIOUS INJURIES TO SOMEONE ELSE.

**Do you have any questions for me?**

#### Further information

- *Construction Site Safety* (GE 700) – Modules A8, A11 and F1
- *Site Safety Simplified* (GE 706) – Chapter 4
- HSE – INDG225 (Rev1) Preventing slips and trips at work

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# Site Management & Training

- *Training* - Investment for the future
  - Recruitment Policies
  - Craft Apprentices
- Craft Apprentice of the Year Awards



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# Site Management & Training

- Craft Apprentice of the Year Awards



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# Site Management & Training

- Vocational Training
- There are currently 27 school children participating in this project.
- The success of this project has allowed us to extend it for another year.



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# Site Management & Training

- Apprentice Recruitment – Practical



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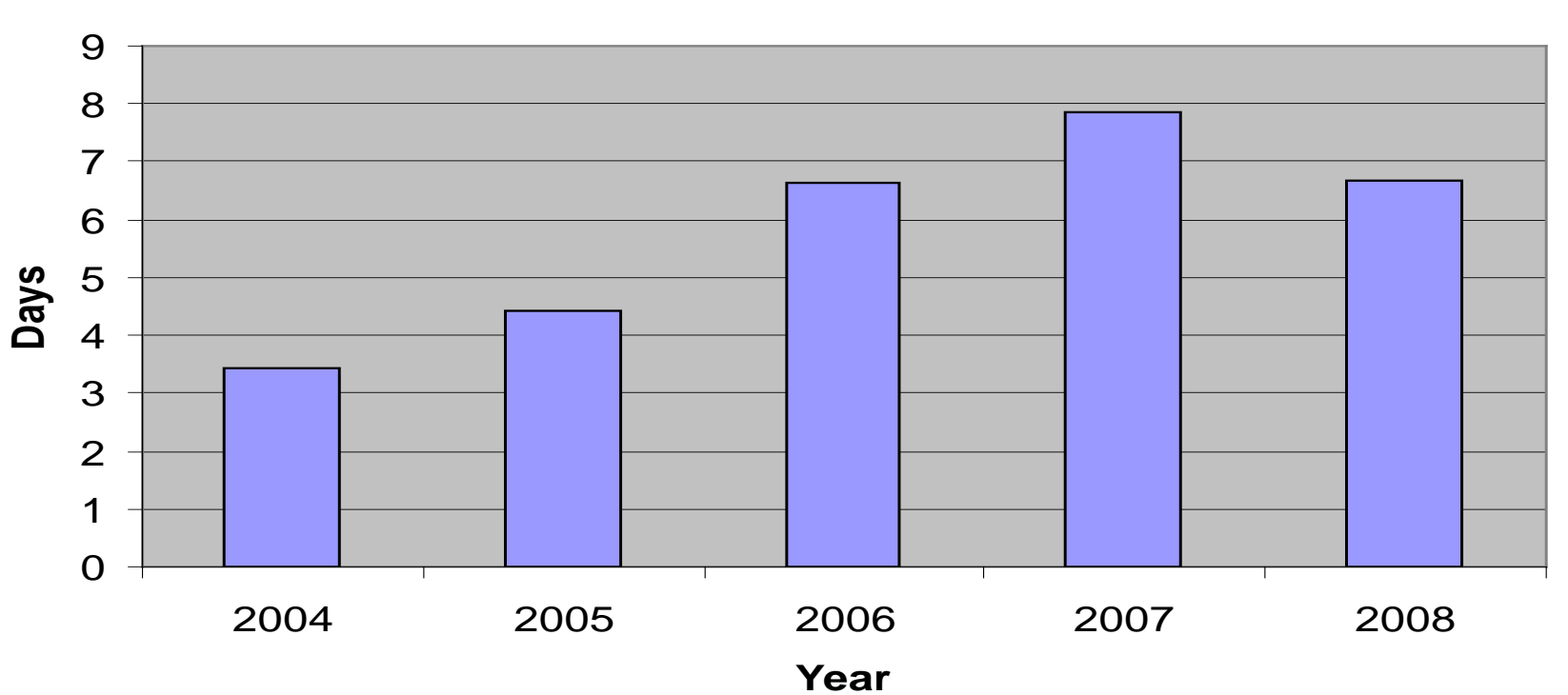


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# Site Management & Training

- *Training – No. of days per person*



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# Site Management & Training

- *A Working Method*
  - Workforce Involvement/Acceptance
  - Investment in Training
  - Safety Focus



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# Site Management & Training

- *A Working Method*
  - Senior Management Commitment
  - Focus on real issues
  - Site based awareness

**Health and Safety Week Roadshow**  
Monday 20th – Thursday 23rd October 2008

**Housing and Building Services**

**Management site visits:**  
Monday 13th Oct – 10:30  
Tuesday 14th Oct – 10:30  
Monday 20th Oct – 14:00  
Tuesday 21st Oct – 10:30

**Risk assessment workshops:** (Tea & Coffee)  
Monday 20th Oct 09:00 – 11:30 Whitehill Depot Canteen  
Wednesday 22nd Oct 09:00 – 11:30 Whitehill Depot Canteen

**Plant Store:**  
Monday 20th Oct 13:30 – 15:30 Whitehill Depot Yard  
Wednesday 22nd Oct 13:30 – 15:30 Whitehill Depot Yard

**PPE, CAT & Manual Handling Workshops:** (Tea & Coffee)  
Tuesday 21st Oct 09:00 – 11:30 Whitehill Depot Canteen  
Thursday 23rd Oct 09:00 – 11:30 Whitehill Depot Canteen

**Electrical Safety Workshops:** (Tea & Coffee)  
Tuesday 21st Oct 13:30 – 15:30 Whitehill Depot Canteen  
Thursday 23rd Oct 13:30 – 15:30 Whitehill Depot Canteen

**Health & Safety Fault Finding & Quiz**  
Monday 20th Oct 08:00 – 16:00 Whitehill Depot Yard  
Tuesday 21st Oct 08:00 – 16:00 Whitehill Depot Yard  
Wednesday 22nd Oct 08:00 – 16:00 Whitehill Depot Yard  
Thursday 23rd Oct 08:00 – 16:00 Whitehill Depot Yard

**Health & Safety Week Roadshow Demo's:**  
Ladder accessory Safety – Mon 20th & Wed 22nd Oct 13:30 – 15:30  
Towee Wagons Demo – Tues 21st & Thurs 23rd Oct 13:30 – 15:30  
Caravan Roadshow – Tues 21st & Thurs 23rd Oct 13:30 – 15:30  
(Various locations within West Lothian. Ask forman for details.)

*Don't fix the blame - fix the problem!*

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# Site Management & Training

- *Positive Outcomes & The Future*
  - Motivated Workforce
  - Reduction in Accidents/Incidents & Claims
  - 'Being Part of the Solution'



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# Site Management & Training

- *Positive Outcomes & The Future*
- A specialist Health & Safety Division is being created by the Crown Office to investigate and prosecute all cases reported to the PF by the HSE.
- It will be headed by Elaine Taylor (Who led the prosecution team in the ICL/Stockline case).
- This division starts in March 2009.



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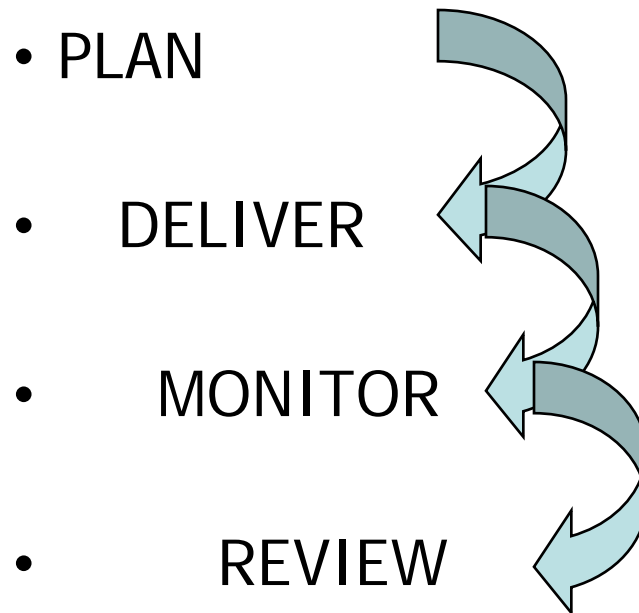


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# Site Management & Training

- *CONCLUSION*



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