



**CONSTRUCTION
SAFETY
PARTNERSHIP**

SMP20 Rev 1 Upgrade Page Pack

Safety Management Pack for Small Contractors
with 20 or Less Employees

Your Roadmap to Managing Safety & Health on Site



Approved for use by





(ii) SMP20 Summary

The Safety Management Pack SMP20 gives you the tools to manage your activities. You need to go through each section and make sure you understand what you need to do to implement SMP20. This is easy!

1. Plan

SMP20 is laid out in 4 simple steps that you can follow. You just need to plan how you are going to complete each step. You may need to gather some information together, but you will only have to do this once.

2. Learn

SMP20 makes it easier for you to have a Safety Statement. The document is set out in logical steps that you can follow. You will need to put some effort into gathering the information and looking at the hazards that exist. Each step includes key actions for you. These are highlighted in bold text. The sections tell you what you need to know in order to complete the steps.

Links to further online information are provided. If you have access to the internet, you should check out these links as this information is available free.

3. Act

Step 1 asks you to write out basic information about the work you do. For example:

- Signing your health and safety policy.
- Filling in your insurance details.
- Checking out the training you need to provide.
- Checking that the welfare facilities meet minimum standards.
- Making sure that your plant and equipment is safe.
- If involved in ground works, you should make sure you are following the safe work practices.
- You should investigate, record and if required, report accidents and incidents that occur.
- Where there are particular hazards, like working at height and manual handling, you must make sure you are minimising the risks.

Step 2 is all about how to look at your work and identify the hazards and how you can manage these successfully. Risk assessment is the core of your Safety Statement. Guidance and templates are provided, showing you the way to do it.

Step 3 brings all of the information together so that you can put it in place on site. It sets out minimum requirements and site rules.

Step 4 contains a series of templates. These are blank forms that you can use to record your details and decisions. For example:

- Forms for your training records (Safe Pass, CSCS, toolbox, induction training, etc).
- A place to keep a copy of your insurances.
- Statutory forms, for example AF3 – Thorough Examination of Excavations.
- A place for Safety Data Sheets for any chemicals you may use.
- Accident reporting and emergency numbers.
- Risk assessments.
- Method statements and Safe System of Work forms
- Records if you are undertaking the PSCS role.



4. Your Workers

The purpose of SMP20 is to make it easier for you to provide a safe place of work. You must talk with your employees when completing SMP20. The risk assessments affect them as well. They are carrying out the work and will be part of the controls to make sure that no one is injured. You should ask your employees for their views on the control measures. When everyone is agreed on the safe way to do the work, you must make sure it is happening on the ground and that your employees are working safely.

5. Other Workers

As a contractor you must take account of other contractors and other people on or near the site. If you are the PSCS then you will have additional responsibilities to make sure that other contractors are also working safely. SMP20 sets out these additional PSCS responsibilities and shows you how to set up the Safety and Health Plan on site. You should talk to the PSDP and make sure that there is open dialogue with the design team.

SMP20 is an integrated approach to Site Safety Management

SMP20: Linking the Four Steps - Start Here





1.1 – Why Should I Use This Safety Management Pack (SMP20)?

The safety management pack for contractors with twenty or less employees has been developed through the Construction Safety Partnership and the various representatives affiliated to the partnership.

The use of the safety management pack (SMP20) will:

- Enable you to establish and maintain an effective safety management system.
- Reduce the likelihood of accidents occurring.
- Increase productivity.
- Improve morale.
- Enable better overall planning of your works.
- Lead to greater efficiency.
- Enable health and safety integration with other Contractors.
- Improve communication on site.
- Encourage better working relationships.
- Save you money!

Safety Statement

Section 20 of the Safety, Health and Welfare at Work Act 2005 requires all employers to prepare or cause to be prepared a safety statement based on risk assessment. If SMP20 is completed fully it will help you satisfy the requirements under Section 20 of the Act as follows if:

- SMP20 Health and Safety Policy is completed and signed.
- SMP20 is based on the identification of hazards and that written risk assessments are carried out.
- The protective and preventive measures are detailed and, implemented, and adequate resources are allocated.
- Emergency plans are detailed.
- The duties of the employers and employees regarding health and safety are outlined and implemented.
- Effective communication to employees and others is carried out.
- Ongoing co-ordination and monitoring of construction work is undertaken.

For work activities you engage in that are not covered within SMP20 then you will need to supplement the pack with the relevant information on these activities in order to comply with legislative requirements. Ultimately you want to prevent accidents!

Ultimately you want to prevent accidents!

To appreciate the benefits in managing health and safety, you have to look at some of the negative outcomes from failure to manage your day-to-day work activities. Construction remains one of the highest risk sectors in Ireland. Reducing the number of deaths and injuries on our construction sites largely depends on YOU and people like you working in the construction sector. Accidents will only be prevented if you manage the risks and implement effective control measures.

As an employer, you have to manage your work activities from a cost point of view; from a quality point of view; but also from a health and safety point of view.

You decide what work you will do and which of your employees will carry out this work. As part of this you need to plan out the work, taking health and safety into account. You also need to let your employees know how you expect them to do the work in a safe manner.

The negative impact of accidents goes beyond fatalities; on average each year thousands of workers are injured on Irish construction sites.



1.2 – Health & Safety Policy

Key Actions for Contractor

As an employer you have the ultimate responsibility for and can directly influence health and safety in your company. Your health and safety policy is a declaration of your commitment to ensuring that your workplace is as safe and healthy as reasonably practicable and that all relevant statutory provisions are complied with. **Form 1.8 ‘Our Declaration’ is available in Appendix 1** for you to declare in writing to any relevant party that you are using and intend to continue to use SMP20 fully so as to comply with both Section 20 of the Safety Health and Welfare at Work Act 2005 and Regulation 24(c) of the Construction Regulations 2006.

Health and Safety Policy

I / We of _____ is / are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and by the implementation of SMP20, I / we are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and commit to as far as is reasonably practicable to ensuring that:

- Work activities are managed so as to ensure the safety, health and welfare of my / our employees.
- The SMP20 is maintained, updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee’s safety and health at risk is prevented.
- A safe place of work is provided, which is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment is provided.
- Safe systems of work are provided.
- Risk’s to health from any article or substance is prevented.
- Appropriate information, instruction, training and supervision are provided.
- Suitable protective clothing and equipment, where hazards cannot be eliminated, are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel to advise and assist in securing the safety, health and welfare of my / our employees are employed when required.

I / We of are of the opinion that in ensuring the above and in fully utilising SMP20 I / we are fulfilling our statutory obligation under Section 20 (Safety Statement) of the Safety Health and Welfare at Work Act 2005.

Signed: _____ Date: _____

Position: _____
Managing Director / Owner



1.3.1 – Persons Responsible for Performing Tasks

Key Actions for Contractor

Under Section 20(1)(d) & (e) of the 2005 Safety, Health and Welfare at Work Act employers are obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- Identify responsible persons on site (where required) who will take responsibility for various tasks.
- Brief them on these tasks and their responsibilities.
- Enter their name against the task listed and verify ownership by getting the responsible person to countersign.

To help in this process Form 1.7 – Responsible Persons Task Register can be found in Appendix 1. This form contains a non-exhaustive list of various tasks that may need to be co-ordinated and managed on site.

Further Information

See 2005 Safety, Health and Welfare at Work Act.

1.4 – Insurances

Contractors are generally required to have two types of insurance cover for carrying out construction work:

Public Liability Insurance

- **Public liability insurance is an insurance policy designed to cover your business in the event that you cause bodily injury or death to a member of the public or damage to a third party's property.**
- **Employer's Liability Insurance**
This insurance provides employer's liability to protect you against legal liability to pay compensation, claimants' costs and expenses in respect of bodily injuries sustained by your employees during the course of their employment.

Insurances Checklist

Item No.	Item	Yes	No	N/A
1.0	Public Liability Insurance			
2.0	Employer's Liability Insurance			
3.0	Professional Indemnity Insurance			

Please ensure your policies are in date and they are suitable to the type of work you are carrying out. If you are not sure always contact your insurer or broker.

Please place copies of your insurances in Appendix 2 of this document.

Remember your insurance policy does not protect you against criminal fines or prosecutions.

Further Information

Always contact your insurer or broker for advice in relation to your policy to ensure you have suitable cover for the work you are carrying out.



Lifting Appliances Checklist

Lifting Appliances Checklist									
Lifting Appliances	Safe Pass	FASCS Required	Certification / CE Marking	Carry out Weekly Inspection	Thorough Inspection Lifting Accessories (Every 6 months)	Thorough Inspection (Every year)	Manufacturer's Instructions Available	Site Specific Risk Assessment	FASCS Slinger / Signaller (Where lifting is being carried out)
Tower Crane Operation	•	•	•	•	•	•	•	•	•
Self-Erecting Tower Crane	•	•	•	•	•	•	•	•	•
Telescopic Handler	•	•	•	•	•	•**	•	•	•
Mobile Crane	•	•	•	•	•	•	•	•	•
Crawler Crane	•	•	•	•	•	•	•	•	•
180° Excavator	•	•	•	•	•	•	•	•	•
360° Excavator *	•	•	•	•	•	•	•	•	•
MEWP's	•		•	•	•	•***	•	•	n/a

* Any lifting appliance with a manufacturer's rated S.W.L > 1000Kg must have check valves fitted to lifting cylinders.

** Thorough inspection for telescopic handlers involved in person lifting operations is 6 monthly.

*** Mobile elevating work platforms involved in person lifting must be inspected thoroughly every 6 months.

Further Information

The following guidance is free to download from the Health & Safety Authority website at <http://www.hsa.ie>

- Use of Mobile Machinery on Construction Sites.



3.6 – PSCS - Your Role as a Project Supervisor Construction Stage

Key Actions for Appointed PSCS

The Project Supervisor Construction Stage (PSCS) is a legal duty holder appointed in writing by a **client** (this is relevant to construction work carried out for the furtherance of a business, trade or undertaking and excludes a primary domestic dwelling) to plan, co-ordinate and monitor the construction phase health and safety issues on site.

The role of the PSCS carries with it many added duties as set out in the Safety, Health and Welfare at Work (Construction) Regulations 2006. In this section these duties are outlined and it is demonstrated how SMP20 can benefit the PSCS in fulfilling these duties.

This section is only a brief outline and should be read in conjunction with the associated regulations and the detailed guidance document issued by the HSA (see Further Information below).

Note: If you intend to use the SMP20 as your construction stage health and safety plan you must ensure that you develop and incorporate all aspects with regard to the non-exhaustive list below and Section 8.4 in Appendix 8.

PSCS responsibilities include:

Regulation 16 – Safety & Health Plan

The Safety and Health Plan (also known as the Safety Plan) means a plan in writing prepared and developed in accordance with Regulations 12 and 16 of the Construction Regulations 2006. The Safety Plan is prepared on a preliminary basis by the Project Supervisor for the Design Process (PSDP). The PSCS is then required to further develop this plan prior to the commencement of the construction work and to make adjustments to the plan, if necessary, as the works progress.

Reviewing the Safety and Health Plan prepared at a preliminary stage by the PSDP

No.	Description	Yes	No
1.	Has the Client provided a copy of the Safety & Health Plan that was prepared by the PSDP on a preliminary basis?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does it contain a general description of the project and of the time within which it is intended that the project will be completed?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does it include appropriate information on any other work activities taking place on site?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does it specify, where appropriate, work that involves a particular risk including, but not limited to, those referred to in Schedule 1 (see Appendix 8)?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does it specify any conclusions drawn by the PSDP as regards the taking account of the general principles of prevention (Schedule 2, Appendix 8) and any relevant safety plan or safety file?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does it contain all other relevant information?	<input type="checkbox"/>	<input type="checkbox"/>

The above are all duties of the PSDP and if they are not provided then the PSDP must be contacted and the relevant information requested.



Understanding the Safety & Health Plan (The Safety Plan)

The primary aim of the safety plan is to identify and to implement arrangements for preventing occupational safety and health risks during the execution stages of projects.

Why have a Safety Plan?

Aside from the statutory requirement already referred to, experience shows that early recognition of occupational safety and health risks enables clients and other stakeholders to plan, organise and implement measures to protect the safety and health of workers. The goal is to identify risks to both those involved in construction and risks to third parties from the construction site, eliminate risks where possible and, where they cannot, manage any remaining risks to reduce the likelihood of personal injury, property damage and delay, while at the same time reducing costs by better management and increased efficiency in the use of labour and plant. Good planning creates opportunities for a safe project that is on schedule, to quality and to cost.

The Safety Plan and the Project Supervisor for the Construction Stage (PSCS)

The PSCS must develop a suitable Safety and Health Plan (the Safety Plan) for the project which should provide the blueprint for managing and coordinating safety and health during construction. The Safety Plan must explain how the key safety and health issues will be managed. It must be relevant to the particular project and should be based on the preliminary Safety and Health Plan that was prepared by the Project Supervisor for the Design Phase (PSDP).

As an integral part of developing the Safety Plan, the PSCS must check that a hazard identification and risk assessment has been carried out for each of the main stages during construction. To do this properly, information including method statements and relevant sections of the site-specific safety statements will generally be needed from the contractors who will be working at the site. If risks arise because a number of contractors are exposed to a common hazard (e.g. from site transport, shared scaffolding, unguarded openings or lifting operations), the PSCS needs to ensure that the risks are avoided, or if this is not reasonably practicable, effectively controlled and managed.

What the Safety Plan should include

The PSCS should develop the Safety Plan so that it:

- Incorporates the approach to be adopted for managing safety and health during the construction stage;
- Takes account of the relevant sections of the Safety Statements prepared by the different contractors under Safety, Health and Welfare at Work Act 2005. (The PSCS should check the relevant sections of Safety Statements prepared by the contractors to ensure that they relate to the site in question and the work activities to be carried out.);
- Includes the specific control measures for dealing with Particular Risks (refer to Form 8.2);
- Recognises other work activities taking place on the site (e.g. where the construction work overlaps with non-construction activities);
- Incorporates the common arrangements (including emergency procedures and welfare as well as details regarding control, coordination and management of shared equipment such as scaffolding and lifting appliances);
- Documents the arrangements for ensuring effective cooperation and coordination,
- includes arrangements for monitoring compliance with the Safety and Health Plan and with safe working procedures,
- Includes arrangements for checking that persons on site have received appropriate safety and health information and training, e.g. Safe Pass and CSCS and that consultation arrangements are in place;
- Includes arrangements for ensuring effective communications between all parties, the arrangements for appointing a site safety representative. (This may include matters such as the frequency of project or site meetings, how safety and health is to be dealt with at these meetings, and the frequency of site safety representative inspections etc.);
- includes information and arrangements for the welfare of workers. (Effective washing, welfare



and changing facilities are a vital part of health precautions, for example, against cement contact dermatitis and contamination by other hazardous substances.);

- is modified as necessary as work progresses and as changes occur.

When the Safety Plan should be developed

As much of the Safety Plan as possible should be developed before construction work starts, particularly the procedures and arrangements which are applicable to the generality of the construction stage and early work packages. The Safety Plan must be kept up to date, modified and altered in the light of changing circumstances and standards achieved on site and as the construction work progresses. If the contracting arrangements are such that design and preparation for many of the work packages is not complete at the start of the construction stage, the parts of the Safety Plan relating to those packages need to be developed. Safety statements and information from contractors starting work during the different work stages of a project will invariably mean that parts of the Safety Plan have to be amended and updated before construction of such work packages commences.

The Safety Plan must be dynamic and add value

The Safety Plan must be a practical aid to the management of health and safety on site and should add real value to the overall project management; as such the Safety Plans must be tailored to the particular project. Generic plans that do not contain the information relevant to the particular risks associated with the work will not satisfy the requirements. The Safety Plan is useless if it is treated as merely a paper exercise and gathers dust. Neither should the Safety Plan be a repository for detailed generic risk assessments, or a record of how decisions were reached or a detailed method statement, but it may, for example, set out when such documents will need to be prepared.

The Safety Plan should be prepared in a way so that it is a 'living' document that can be expanded during the construction process according to the characteristics and the risks that will be present.

The developed Safety Plan should enable the relevant users to:

- Identify and review the hazards and risks from the work and from the working environment;
- Decide how these can best be addressed;
- Organise and make necessary arrangements before the work starts;
- Take a structured approach during the work; and
- Have a benchmark against which to monitor and review performance.

The Safety Plan availability and broad ownership

The Safety Plan should be proportionate to the risks, be well organized, focused, clear and easy for contractors and others to access and understand. It should emphasise key points and avoid irrelevant material. The use of photographs and sketches can greatly simplify and shorten explanations.

It is crucial that in the preparation and the implementation of the Safety Plan that the PSCS collaborates continually with the various key duty holders including:

- Clients
- Project Supervisor for the Design Phase
- Designers
- Contractors
- Utility companies and
- As necessary certain suppliers such as precast manufacturers or suppliers of ventilation equipment.

Monitor, Review and Safety Plan Updating

From time to time it may be necessary for the PSCS to further develop parts of the Safety Plan where unforeseen circumstances or variations to planned circumstances arise. It is vital that when the Safety Plan changes that all parties working on site who will be affected are notified. Such updates may be necessary when:

- The means for hoisting materials changes (e.g. should a crane be moved off site and other hoisting measures are installed, new risks such as falls may arise).
- The nature and scope of the work changes;



- Design changes are made;
- Contractors change or additional ones are appointed;
- Clients' requirements change;
- The surrounding environment changes;
- Additional information relevant to safety and health becomes available;
- Method statements or tasks change;
- New legal requirements and technical standards are introduced.

Communication of the Safety Plan

When completed the PSCS must bring the Safety Plan and any rules specified in it to the attention of all contractors and affected parties (e.g. clients, PSDP, safety and health coordinators, self-employed persons, workers and their representatives, safety advisors and safety officers) so that all are fully informed of what is expected during the construction.

The Safety Plan Structure

Plans can be arranged using the following major sections:

Section 1: General information about the project

Section 2: Information on how the project will be managed

Section 3: Project-specific information (including hazard identification and the control of significant risks)

Section 4: Health & Safety File

Further Information

Recommendations on structure and contents of The Safety Plan are outlined in 8.4 in Appendix 8.

Developing the Safety and Health Plan

Regulation	Summary of Duties	SMP20 Application
16 a)	<ul style="list-style-type: none"> • Further develop the plan before commencement of the construction work as necessary 	<ul style="list-style-type: none"> ○ Review the PSDP Safety and Health Plan. ○ SMP20 incorporates the approach to be adopted for managing safety and health during the construction stage
16 (b)	<ul style="list-style-type: none"> • Make adjustments to the plan as necessary to take account of the progress of the work and changes which occur 	<ul style="list-style-type: none"> ○ The weekly checks and safety co-ordination meetings etc. will inform the PSCS as to any adjustments required to the plan
16 (c)	<ul style="list-style-type: none"> • Take into account Section 20 of the Act (i.e. safety statement) and other work activities taking place on site 	<ul style="list-style-type: none"> ○ Safety statements of contractors working on project to be obtained and relevant sections taken account of ○ Any other work activities on site will be identified, monitored and controlled by the series of communication and check systems provided in the SMP20 pack
16 (d)	<ul style="list-style-type: none"> • Include in the plan specific measures concerning work which involves a particular risk 	<ul style="list-style-type: none"> ○ Schedule 1, Particular Risks, included in Appendix 8. These need to be assessed and if these particular risks exist then specific measures need to be identified and applied ○ SMP20 requires site-specific risk assessments to be carried out and specific control measures to be identified
16 (e) & (f)	<ul style="list-style-type: none"> • Include in the plan rules for the execution of the construction works 	<ul style="list-style-type: none"> ○ Sample safety rules included in Form 1.5, Site Rules, included in Appendix 1



Form 1.7 – Responsible Persons Task Register

No.	Tasks (Non-Exhaustive)	Responsible Person (Where Required)	Signature
1.	Ensuring SMP20 is at the place of work and site specific details as required are filled out.		
2.	Person responsible for managing & coordinating work activities.		
3.	Ensuring records are maintained such as induction, Safe Pass, CSCS & provision of PPE (Appendix 1).		
4.	Ensuring forms & registers are collected and filled out as required (Appendix 3).		
5.	Ensuring Safety Data Sheets are filed and appropriate control measures implemented (Appendix 4).		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence (Appendix 5).		
7.	Ensuring risk assessments are carried out and updated as necessary (Appendix 6).		
8.	Ensuring method statements and SSWP forms are completed when required (Appendix 7).		
9.	Where acting as PSCS persons responsible for ensuring co-ordination, communication and co-operation between contractors on site (Appendix 8)		
10.			
11.			
12.			
13.			
14.			





Form 1.8 – Our Declaration

Our Declaration

In accordance with the Safety Management Pack for Small Contractors with 20 or Less Employees (SMP20)

(state your name or company name)

commit ourselves to working in accordance with our signed health and safety policy in Section 1.2 of our SMP20; and in accordance with the provisions of the Safety, Health and Welfare at Work Act, 2005. We undertake to maintain and update our SMP20 as required for all our construction activities and to carry out and review our risk assessments as required, including providing promptly to the appointed PSCS any information contained within that is likely to affect the safety, health and welfare of any persons at work on site, or any information that may impact on the safety and health plan.

We also undertake to implement and maintain the necessary protective and preventive measures as identified in our risk assessments.

I/we am/are therefore of the opinion that I/we are fulfilling our statutory obligation under Section 20 (Safety Statement) of the Safety Health and Welfare at Work Act 2005.

Signed: _____

Date: _____



Safety, Health and Welfare at Work (Construction) Regulations 2006 to 2010

Approved Form (AF 2)

Regulation 22

Particulars to be notified by Project Supervisor for the Construction Stage to the Health and Safety Authority before the construction work begins

NOTE:

This form is to be used to notify the Health & Safety Authority of any project covered by the Safety, Health and Welfare at Work (Construction) Regulations 2006 to 2010, which will last longer than 30 days or 500 person days. It can also be used to provide changes to initial notification of projects.

Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.

This Notification is to be made by Registered Post to HSA, Metropolitan Building, James Joyce Street, Dublin 1; or as may be directed by the Authority.

The project supervisor for the construction stage shall clearly display on the construction site a copy of this form.

1 Client(s): Provide name, full address, telephone number and e-mail address for the Client. If more than one Client, please attach details of all Clients on a separate sheet.

Name	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

2 Project Supervisor Design Process and Health & Safety Coordinator: Provide name, full address, telephone number and e-mail address for the PSDP and Health & Safety Coordinator for the PSDP, if appointed.

PSDP name	<input type="text"/>	H&SC name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

3 Project Supervisor Construction Stage and Health & Safety Coordinator: Provide name, full address, telephone number and e-mail address for the PSCS and Health & Safety Coordinator for the PSCS, if appointed.

PSCS name	<input type="text"/>	H&SC name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

4 Information on Construction Work: Please provide your details / estimates for the following.

Description of project	<input type="text"/>		
Exact address of site	<input type="text"/>		
The planned date for the commencement of the construction work	<input type="text"/>		
How long the construction work is expected to take (in weeks)	<input type="text"/>		
Estimated maximum number of workers on site at any one time	<input type="text"/>		
Planned number of contractors and self-employed persons expected to work on site	<input type="text"/>		

5 Details of Contractors Chosen: Provide name, full address & telephone number of those selected to work on this project (if required continue on a separate sheet).

Name	Address	Telephone and email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signed by or on behalf of the PSCS
Position Date



Appendix 8 - Project Supervisor Construction Stage

- 8.1 Preliminary Safety & Health Plan prepared by the PSDP (Insert)
- 8.2 (Form) Particular Risks Checksheet (Schedule 1)
- 8.3 Matters relating to the application of the
General Principles of Prevention (Schedule 2)
- 8.4 Safety and Health Plan – Structure & Content
- Tab 1 Section 1 - General information about the project (Insert)
- Tab 2 Section 2 - Information on how the project will be managed
(Insert)
- Tab 3 Section 3 - Project specific information (Insert)
- Tab 4 Section 4 - Health & Safety File (Insert)
- Tab 6 Other relevant information





8.1 - Preliminary Safety & Health Plan prepared by the PSDP (Insert)





Form 8.2 – Particular Risks Checksheet (Schedule 1)

Schedule 1: Non-exhaustive List of Work Involving Particular Risks to the Safety, Health and Welfare of Persons at Work: - **tick as appropriate**

No	Particular Risk	Applies	Does not Apply
1	Work which puts persons at work at risk of - (a) falling from a height, (b) burial under earth falls, or (c) engulfment in swampland, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.		
2	Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.		
3	Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Article 20 of Directive 80/836/Euratom.		
4	Work near high voltage power lines.		
5	Work exposing persons at work to the risk of drowning.		
6	Work on wells, underground earthworks and tunnels.		
7	Work carried out by divers at work having a system of air supply		
8	Work carried out in a caisson with a compressed-air atmosphere.		
9	Work involving the use of explosives.		
10	Work involving the assembly or dismantling of heavy prefabricated components.		
11	(Specify any other)		
12	(Specify any other)		



8.3 – Matters relating to the application of the General Principles of Prevention (Schedule 2)

Schedule 2 - Non-Exhaustive List of Matters to be Considered in Particular as regards the Application of the General Principles of Prevention to Construction Work under these Regulations

1. Keeping the construction site in good order and in a satisfactory state of cleanliness.
2. Choosing the location of workstations bearing in mind how access to them is obtained, and determining routes or areas for the passage and movement of equipment.
3. The conditions under which various materials are handled.
4. Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults which might affect the safety, health and welfare of persons at work.
5. The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.
6. The conditions under which the dangerous materials used are removed.
7. The storage and disposal or removal of waste and debris.
8. The adaptation, based on progress made on the construction site, of the actual time to be allocated for the various types of work or work stages.
9. Co-operation between employers and self-employed persons.
10. Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.





8.4 – Safety and Health Plan – Structure & Content

The Safety and Health Plan for the Construction Stage (Safety Plan) – Suggested structure and contents

Overview

The outline below is provided to give you guidance on how to structure the information making up your Safety and Health Plan. The four main sections of the Safety and Health Plan (outlined below) are further subdivided into specific headings. Guidance is provided on other possible considerations under each subdivision.

In developing the Safety and Health Plan it is important to remember that **the plan should be proportionate to the risks to health and safety on the specific site**, be well organized, focused, clear and easy for contractors and others to access and understand. It should **emphasise key points and avoid irrelevant material**.

Orange dividers are provided immediately following this section into which the information developed relevant to each Section can be collated and inserted, thereby assisting you in both creating and structuring the site specific Safety and Health Plan.

Section 1: General information about the project

- **Description of project.**

A full overview should include any preparatory works, any phased hand-over of the site, any phased hand-over of the completed work, and any joint occupation that may be required.

The focus should be on those issues relevant to the occupational safety and health of workers and any other people who might be affected.

- **Names of the stakeholders**

The plan should specify the following persons:

- All Clients, and the name of the Lead Client if there is more than one and it has been decided that one will take the lead.
- Project Supervisor for the Design Process
- Project Supervisor for the Construction Stage
- Health and Safety Coordinator (if appointed)
- All designers
- All contractors
- Any other parties who can be considered as stakeholders (e.g. other consultants, suppliers of plant and equipment for incorporation in or for use when constructing the works, etc).

- **Extent and location of existing records and plans**

- **Arrangements for communicating with Contractors, PSDP and others as appropriate**



Section 2: Information on how the project will be managed (including communications)

Information should be given on how it is intended to manage the project at large. This information should address all the stakeholders and not simply those at the construction site.

It is important that the organisation and arrangements are appropriate to the nature and scale of the project and the hazards and risks so that sensible outcomes result. The emphasis should be on the effective management of risk.

Typical actions/ issues that might need to be specifically addressed include the following. The list of actions/ issues is not exhaustive.

- management structure and persons responsible for undertaking particular actions;
- safety and health goals for the project, and arrangements for monitoring and review of safety and health performance;
- arrangements for:
 - regular liaison between parties on site;
 - consultation with the workforce;
 - the exchange of design information between the client, designers, Project Supervisor for the Design Process, Project Supervisor Construction Stage and contractors on site;
 - handling design changes during the project;
 - the selection and control of contractors;
 - the exchange of safety and health information between contractors;
 - security, site induction and on site training;
 - welfare facilities and first aid, including facilities for safe storage of PPE; drying of clothing; changing; preparation and consumption of food etc;
 - the production, approval and sharing of risk assessments and method statements;
 - The sequencing and timing of activities, and the allocation of work areas so as to secure safety and health;
 - Worker consultation procedures;
 - the reporting and investigation of accidents and other incidents (including near misses);
 - site rules;
 - Site rules should be drafted in plain and simple language so that they can be readily understood. The rules should be kept to the minimum necessary to achieve the intended objectives. They should be brought to the attention of all employers, contractors and workers when they are inducted to the project and they should be clearly displayed on the project. Refer to Form 1.5 in *Appendix 1*.
 - fire and emergency procedures

The arrangements should take full account of the hazards and risks from the construction work and from the working environment, including from other industrial and non-industrial activities and the like.

Project communication issues include:

- The training of first-aid teams, the on-site provision of equipment and facilities;
- The means for the rescue and evacuation;
- Fire prevention, response in the event of fire and evacuation, and the provision of instruction, training and equipment;
- Emergency response and evacuation procedures for other foreseeable events (e.g. rescue plans where fall arrest equipment is to be used in reference to Section 1.14);
- Liaison with other employers and the emergency services; refer to Form 5.2 in Appendix 5; and
- Arrangements for practice exercises,



Section 3: Project-specific information (including hazard identification and the control of significant risks)

Project drawings and specifications might be considered as key information sources. However, such documents normally address many matters other than occupational safety and health. While certain parts might be useful reference points, more needs to be done to indicate the key safety and health reference sources.

- **Identifying project Hazards**

A schedule of hazards may be useful for listing the source documents where further information can be found.

On-site hazards may include (but will not be limited to) issues such as:

- Existing structures and plant above and below ground: and any structural weaknesses, instabilities, fragile roofs, etc;- Live and potentially live services in or serving the site, whether permanent or temporary;
- The presence of any hazardous materials (especially asbestos) and substances in or on the site, structures or plant, or in storage or transit;
- Adverse ground conditions;
- Contaminated ground;
- Water courses and flooding risks;
- Underground and overhead services;
- Continuing work activities by the client during the construction work and the process hazards and risks;
- Work in or close to moving traffic, whether road, rail, water or air;
- Work in or close to public areas, especially where vulnerable people such as children, those with disabilities, and the elderly are present;
- Obligations to maintain access routes, services, working space, etc., to or for others during the work;
- Other construction work that will be in hand during the project, reference to developed traffic and pedestrian managements plans as required;
- Any other project risks emanating from the existing environment that require special attention.

- **Off-site hazards that must be taken into account**

Off-site hazards may include (but will not be limited to) issues such as:

- The use to which nearby land is put where there are safety and health implications (e.g. vulnerable peoplesuch as the young, the infirm and the elderly; and vulnerable work activities (e.g. high-hazard industrial worksites, high-speed transport systems, etc.);
- Access roads and any restrictions on their use that may cause difficulties, reference to developed traffic management plans as required;
- Limitations placed on construction activities by local planning or other similar controls (e.g. flooding, over-flying aircraft, work adjacent to high-speed rail routes, etc.);
- Any other project risks emanating from the existing environment that require special attention.

- **Identifying risks from the design that are not likely to be obvious to others**

Such risks should be mentioned under this heading of the plan together with reference to where additional information can be found.



- **Identifying work involving particular risks (ref Appendix 8, Form 8.2)**

Form 8.2 lists ten work activities that may create particular risks. The list is not exhaustive and those preparing and contributing to safety and health plans may identify further work activities in particular cases. Work activities involving one or more of these particular risks should be mentioned under this heading and, once more, there should be reference to where additional information can be found.

- **Identifying other sources of information relevant to safety and health**

Project stakeholders may have identified further information sources that can usefully be mentioned in the plan. These may be project specific (e.g. client standards) or more general (e.g. national and international standards).

- **Arrangements for controlling significant site risks.**

- safety risks including:
 - o services, including temporary electrical installations;
 - o preventing falls;
 - o work with or near fragile materials;
 - o control of lifting operations;
 - o dealing with services (water, electricity and gas);
 - o the maintenance of plant and equipment;
 - o poor ground conditions;
 - o traffic routes and segregation of vehicles and pedestrians;
 - o storage of hazardous materials;
 - o dealing with existing unstable structures;
 - o accommodating adjacent land use;
 - o other significant safety risks.
- health risks including:
 - o removal of asbestos;
 - o dealing with contaminated land;
 - o manual handling;
 - o use of hazardous substances;
 - o reducing noise and vibration; and
 - o other significant health risks.

Section 4: Health & Safety File

The safety file is a record of information for the end user which focuses on safety and health. The information it contains will alert those who are responsible for the structure and services in it of the significant safety and health risks that need to be addressed during subsequent maintenance, repair or other construction work.

The Project Supervisor Construction Stage (PSCS) must co-ordinate with other contractors on site to ensure that the flow of information required to complete the safety file is collected and forwarded to the Project Supervisor Design Process (PSDP) at practical completion who then in turn will pass on to the client / end user. Relevant information which could be included in the health & safety file may include:

- construction drawings, specifications and bills of quantities, used and produced throughout the construction process.
- general design criteria
- details of equipment and maintenance facilities within the structure



- maintenance procedures and requirements for the structure
- manuals, and where appropriate certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, typically lifts, electrical and mechanical installations, etc.
- details of the location and nature of utilities and services, including emergency and fire fighting systems.

Other relevant information

A final orange divider is provided to allow you to insert and store any other relevant information not covered above, may include reports, sketches, drawings, letters, directions and photographs etc.



Safety & Health Plan
Section 1
General information about the project

Safety & Health Plan
Section 2
Information on how the project will be managed

Safety & Health Plan
Section 3
Project-specific information

Safety & Health Plan
Section 4
Health & Safety File

Other relevant information

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with 20 or Less Employees

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