



Course Outline

Aims and Objectives

To ensure that all those given supervisory responsibilities understand:

- Why they are carrying out their identified duties
- What is expected of them and
- To ensure that they contribute to the safety of the workplace to ensure that at the end of the course delegates will be able to:
 - Understand the problems of the industry
 - Have an understanding of how health and safety law is structured
 - Identify how their supervisory role fits in with the manager in controlling the site safely
 - Carry out risk assessments and understand the need for method statements
 - Carry out site inductions, toolbox talks and method statement briefings
 - Understand what is meant by proactive and reactive monitoring and appreciate their need

Assessment

The method of assessment will be by multiple-choice questions at the end of the course as well as being expected to be interactive during the course and developing and presenting a toolbox talk.

Course Progression

This course is an ideal foundation for obtaining a basic understanding of health and safety duties and responsibilities for junior management, and upon successful completion of the course, a natural progression would be the five-day Site Management Safety Training Scheme (SMSTS) course.

Existing site managers, agents, surveyors and persons holding positions of managerial control should attend the five-day Site Management Safety Training Scheme (SMSTS) course.



Day One

08:30 **Course Administration**

08:45 **Course Introduction**

Aims and Objectives: - Role of the Supervisor

10:30 **Health and Safety Law**

Health and Safety Law

Health and Safety at Work etc Act 1974

Health and Safety Enforcement

11:15 **Safe Systems of Work**

Hazard Identification

Risk Assessment

Method Statement

Principles of Prevention

Special Considerations

12:00 **Health and Safety Management**

Safety Policies

Measuring Performance

Permit Systems

12:30 **LUNCH**

13:30 **Occupational Health**

Noise Vibration

Asbestos

Drugs and Alcohol

Dermatitis

Asthma

Health Monitoring



14:45 Fire Prevention/Control and other emergencies

Regulatory Reform (Fire Order) 2005

Fire Prevention (Fire Plan)

Fire Fighting

Raising the Alarm and Escape

Other Emergencies

15:30 Hazardous Substances (COSHH)

COSHH

Five Principles

Hierarchy of COSHH Assessment

COSHH Symbols

Harmful Substances

Protecting the Worker

16:00

Group Exercise Risk Assessment & Method Statements

16:45

Presentation Skills Delivering effective Toolbox Talks

17:30

End of day One



Day Two

08:30 **CDM**

Notification

Competence

Part 4 – Duties relating to Health and Safety on construction sites

Welfare

10:00 **Work at height**

Legislation (WAH Regs)

Hierarchy of Control

Avoidance of Risk

Risk Assessment

Hazards

Work Equipment selection

Work Equipment requirements

Competence

11:30 **Personal Protective Equipment**

12:00 **Manual Handling**

Definition of Manual Handling

Manual Handling Operations Regulations

Manual Handling Assessment

Information and Training

12:30 **Accidents and First Aid**

Definition of accident

Common causes of accidents

RIDDOR Notification and reporting requirements

First Aid

Data Protection



13:00 **LUNCH**

14:00 **Intervention Skills and Behavior**

Behavior

Habits

Achieving Behavioral Change

Visual Message

Verbal and non-verbal communication

Intervention Skills

15:00 **Intervention Skills Exercise**

Group Flipchart work on typical instances on site

Thought process behind persuading individuals to think about the potential consequences when not acted upon

15:45 **Examination**

Multiple Choice Test

16:15 **Course Review/Close**