



The South African Council for the Project and Construction Management Professions

**The South African Council for the Project and Construction
Management Professions (SACPCMP)**

**Registration Rules for Construction Health and Safety Officers in
Terms of Section 18 (1) (c) of the Project and Construction Management Professions
Act, 2000 (Act No. 48 of 2000)**

Commencement Date: April 2013

Application forms to be downloaded from

<http://www.sacpcmp.org.za/appforms.html>

Applications should be addressed to:

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1. GUIDELINES FOR REGISTRATION OF CONSTRUCTION HEALTH AND SAFETY OFFICERS

PREAMBLE

1.1 INTRODUCTION

The SACPCMP hereby prescribes the registration of Construction Health and Safety Officers as a specified category in terms of section 18(1) (c) of the Act No. 48 of 2000. The registration system described in this document applies to those Construction Health and Safety Officers that operate at levels other than professional level in the construction industry. This document provides the requirements that an individual needs to comply with in order to attain recognition by the SACPCMP as a Construction Health and Safety Officer.

Construction Health and Safety Officers that want to practice in the Construction environment will be required to follow the prescribed registration process, and subject themselves to the competency and experience requirements set for Construction Health and Safety Officers.

In order to register as Construction Health and Safety Officers set criteria and competency requirements must be met in full and to the satisfaction of the SACPCMP. The SACPCMP has as its objective, the regulation of the Construction Health and Safety Officer profession, thereby ensuring the progressive development of this occupational group.

Construction Health and Safety Officers may be appointed in two ways:

- Client may appoint a Construction Health and Safety Officer directly to compliment the management team. **This does not imply that the client should not appoint/replace a Client appointed Construction Health and Safety Agent;**
- Contractors may appoint a Construction Health and Safety Officer directly to monitor and assist on-site health and safety performance and compliance in accordance with the Occupational Health and Safety Act and Regulations.

The SACPCMP acts as the custodian of the profession of Construction Health and Safety Officers, accordingly it is responsible for:

- The registration of Construction Health and Safety Officers,
- The prescription of the Code of Conduct,
- Monitoring the Continuing Professional Development (CPD) of each registered Construction Health and Safety Officer,

- Determining the conditions for maintaining registration on an annual basis, and
- Publishing guidelines for professional fees, after consultation with the voluntary associations.

1.2 DEFINITIONS

Built Environment Professions: Those categories of professionals established in terms of the following Act:

- Act 43 of 2000 Council for the Built Environment Act
- Act 44 of 2000 Architectural Professions Act
- Act 45 of 2000 Landscape Architectural Professions Act
- Act 46 of 2000 Engineering Professions Act
- Act 47 of 2000 Property Valuation Professions Act
- Act 48 of 2000 Project and Construction Management Professions Act
- Act 49 of 2000 Quantity Surveying Professions Act

“Built Environment” refers to the functional area in which registered persons practice. The Built Environment includes all structures that are planned and/or erected above or underground, as well as the land utilized for the purpose and supporting infrastructure.

“Client” refers to the person or entity who can appoint a professional to perform specific functions on his/her behalf.

“Construction Discipline” General Building, Civil Engineering, Electrical Engineering, Mechanical Engineering or one of the Specialist categories identified by the CIDB in their Register of Contractors.

“Construction Health and Safety Officer” means a person who is appointed by an employer to assist site management with the planning, implementation and management of construction health and safety systems and who has satisfied the registration criteria of the SACPCMP to perform the prescribed functions.

“Health and Safety Programme” is the programme implemented to identify, evaluate and control the OHS hazards and associated risks on any construction project, taking into account legislative requirements and industry best practice.

“Construction Programme” is the programme for the works indicating the logical sequence and duration of all activities to be completed by the contractors, subcontractors, and suppliers, in appropriate detail, for the monitoring of progress of the works.

“Contract Programme” is the construction programme for the works agreed between the contractor and the employer’s agent.

“Contractor” means any person or legal entity entering into a contract with the client for the execution of the works or part thereof.

“Construction Health and Safety Officer Services” means the activities and processes required to:

- Anticipate, identify and evaluate hazardous conditions and practices
- Design/develop hazard control systems, methods, procedures and programs
- Implement, administer and advise others on hazard controls and hazard control programmes
- Measure, audit and evaluate the effectiveness of hazard controls and hazard control programmes
- Analyse incidents to identify deficiencies in the health and safety management systems

“Direct Contractors” are contractors appointed by the client to execute work other than the works.

“Employer’s Agent” means the person or entity appointed by the client and who has full authority and obligation to act in terms of the construction contracts.

“Improper Conduct” as contemplated in section 27(3) of the Project and Construction Management Professions Act, means failure to comply with the Code of Conduct for registered persons.

“Occupational Health and Safety Act” means the Occupational Health and Safety Act, (Act No. 85 of 1993), read with all its related Regulations as amended.

“Principal Consultant” means the person or entity appointed by the client to manage and administer the services of all other consultants.

“Project and Construction Management Professions Act” means the Project and Construction Management Professions Act (Act No. 48 of 2000).

“Project” means the total development envisaged by the client, including the professional services.

“Public” means any person or group of persons who is, or whose environment is, either directly or indirectly affected by any construction project, or by a product, outcome or influence of a construction project, which may impact on the health, safety and interest of such person or group of persons.

“Recognised Health and Safety qualification” means any qualification having Occupational Health and Safety as its main subjects and registered with SAQA as a qualification. This includes any international qualification evaluated by SAQA as a recognised health and safety qualification.

“Subcontractors” are specialists and other contractors executing work or supplying and fixing any goods and who are employed by the contractor.

“Substantially Practice” means regularly and consistently carry out Construction Health and Safety Officer work identified and charging a fee for such work and accepting responsibility to a client or an employer for the performance of such functions.

“Suppliers” mean a person or entity appointed to supply goods and products for incorporation into the works.

“The Council for the Built Environment” means Council for the Built Environment established under section 2 of the Council for Built Environment Act (Act No.43 of 2000)

“The South African Council for the Project and Construction Management Professions” means the South African Council for the Project and Construction Management Professions established by section 2 of the Project and Construction Management Professions Act (Act No. 48 of 2000) and **“SACPCMP”** has the same meaning.

“Works” means all work executed or intended to be executed in accordance with the construction contracts.

1.3 APPLICATION FOR REGISTRATION

A person who wishes to be registered as a Construction Health and Safety Officer must apply on the prescribed application form.

The application form should be accompanied by the following:

- Non-refundable application fee as determined by the Council
- A certified copy of the applicant’s identification document
- Curriculum Vitae of the applicant in the prescribed format
- Supporting Documentation as prescribed in the Application Form

1.4 CRITERIA FOR REGISTRATION AS A CONSTRUCTION HEALTH AND SAFETY OFFICER

The SACPCMP will assess and register Construction Health and Safety Officers, based on their experience, knowledge and capabilities, as prescribed in the registration requirements for Construction Health and Safety Officers. A person will obtain registration once they have submitted the required documentation and met the registration criteria in full.

1.4.1 General requirements for registration as a Construction Health and Safety Officer

In order to obtain registration as a Construction Health and Safety Officer an applicant must provide proof of:

- Recognized and appropriate health and safety qualifications
- Relevant experience in the health and safety industry, with specific detail on construction experience
- Knowledge, skill and experience by attending and passing a professional interview.

Upon registration as a Construction Health and Safety Officer the applicant will be required to adhere to the SACPCMP Code of Conduct and CPD Policy Framework.

1.5 REGISTER OF CONSTRUCTION HEALTH AND SAFETY OFFICERS

The SACPCMP will maintain and regularly update the Register of Construction Health and Safety Officers and will require that all registered Construction Health and Safety Officers adhere to the Code of Conduct published by the SACPCMP from time to time. Any registered Construction Health and Safety Officer found guilty of improper conduct will be subjected to the Council's disciplinary procedures.

The SACPCMP Register of Construction Health and Safety Officers will be published annually and will be available for inspection by the public.

1.6 REGISTRATION OF APPLICANTS ON THE REGISTER OF CONSTRUCTION HEALTH AND SAFETY OFFICERS

1.6.1 Admission to the SACPCMP Register of Construction Health and Safety Officers

Once the applicant has complied with the SACPCMP registration requirements and criteria and upon successful registration

- He/she is competent to act as a Construction Health and Safety Officer,
- All applicable fees have been paid, and
- The requisite undertakings have been made.
- His/her name will be added to the SACPCMP Register of Construction Health and Safety Officers.

1.6.2 Continuing Professional Development (CPD)

Construction Health and Safety Officers are required to comply with the Continuing Professional Development Policy Framework. Failure to comply with the CPD requirement for the five (5) year cycle will result in the de-registration of the Construction Health and Safety Officer.

1.6.3 Recognition of registration with other Health and Safety Professional Bodies/Voluntary Associations

Where an applicant has been registered as a member of professional bodies the SACPCMP may recognise such registration as fulfilling part of the requirements for registration. The SACPCMP will determine what additional evidence is needed for registration as a Construction Health and Safety Officers with the SACPCMP. Where applicants are accredited as Construction Health and Safety Officers under programmes that are not recognized by the SACPCMP, the SACPCMP Registration and Education Committee will determine their eligibility for registration based on the normal application requirements. In all cases applicants will be subject to a personal professional interview.

1.7 TITLE AND ABBREVIATION

A person registered in terms of the rules of a Construction Health and Safety Officer, may use the title “**Construction Health and Safety Officer**”, abbreviated as **CHSO**.

1.8 TRANSITIONAL ARRANGEMENTS

Until the required Construction Health and Safety Officer unit standards and qualifications have been registered on the National Qualifications Framework (NQF), the SACPCMP will operate under the transitional arrangements detailed below.

2. STANDARD SCOPE OF SERVICES FOR CONSTRUCTION HEALTH AND SAFETY OFFICER REGISTERED IN TERMS OF SECTION 18 (1) (C) OF THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS ACT (ACT NO. 48 OF 2000)

2.1 GENERAL NOTES

Construction Health and Safety Officers shall be expected to demonstrate detailed knowledge of construction health and safety requirements at operational levels, with the ability to support construction management identify relevant legal requirements and monitor continuous implementation controls. A Construction Health and Safety Officer shall also be required to show ability to mentor, coach and guide construction health and safety representatives.

2.1.1 Construction project specific health and safety management systems.

The applicant must demonstrate knowledge and application of;

- Regulatory requirements regarding construction health and safety and its links to the health and safety management system
- Health and safety management systems and the key components of an effective system
- Principles of cause and effect analysis and its application to hazard identification and risk management on a project
- Principles of developing and implementing safe working practices
- Criteria and standards for effective documentation and document control
- Concepts and principles of developing an emergency preparedness plan and process for key approval, rehearsal and implementation steps
- Concept of behavioural safety management

2.1.2 Construction health and safety management.

The applicant must demonstrate knowledge and application of

- The principles of human resources planning and management and its application to the health and safety management system.
- Concepts and principles of interpretation and the use of occupational hygiene survey results.
- Health and safety project communication requirements
- Health and safety documentation and document control
- Project emergency preparedness planning and implementation.
- The principles of developing and implementing safe working procedures.
- The evaluation of health and safety training requirements for a specific project.
- The application of monitoring tools and technical reports related to occupational health and safety

2.1.3 Health and safety performance measurement and monitoring.

The applicant must demonstrate knowledge and application of

- Project health and safety compliance auditing internal, external and third party
- Legal compliance inspections
- Project health and safety reporting
- Analysis of audit results and trends - continual improvement
- Verification of implementation and close out of corrective actions

2.1.4 Continual improvement.

The applicant must demonstrate knowledge and application of

- Principles and leading practices associated with continuous improvement
- Management of change
- Verification of implementation and close out of corrective actions

2.2 IDENTIFICATION OF WORK FOR CONSTRUCTION HEALTH AND SAFETY OFFICERS

Standard Service

Construction Health and Safety Officers shall be able to perform the following standard services under the following stages:

2.2.1 STAGE 1 – PROJECT INITIATION AND BRIEFING

Definition

Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objections, priorities, constraints, assumptions and strategies in consultation with client.

Standard Services

Not applicable

2.2.2 STAGE 2 - CONCEPT AND FEASIBILITY

Definition

Finalisation of the project concept and feasibility

Standard Services

Not applicable

2.2.3 STAGE 3 - DESIGN DEVELOPMENT

Definition

Manage, co – ordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.

Standard Services

Not applicable

2.2.4 STAGE 4 - TENDER DOCUMENTATION AND PROCUREMENT

Definition

The process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation for effective and timeous execution of the project.

Standard Services

- Attend site tender clarification meetings with contractors
- Assist in the preparation of project specific health and safety documentation for distribution to contractors for inclusion into their tender submissions
- Assist with the evaluation of the contractor(s) competencies, knowledge and resources to carry out the works safely
- Assist with the preparation of contract documentation related to health and safety requirements for approval and signature

DELIVERABLES

- Company health and safety management system (Sample documentation)
- Baseline risk assessments / task specific risk assessment
- Completed site establishment check lists
- Approved project specific health and safety plan
- Draft health and safety file
- Health and safety evaluations of contractors
- Proof of attendance of project/ contractors tender clarification meetings
- Health and safety documentation for authorities

2.2.5 STAGE 5 – CONSTRUCTION DOCUMENTATION AND MANAGEMENT

Definition

The management and administration of the construction contracts and processes, including the preparation and co – ordination of the necessary documentation to facilitate effective execution of the works

Standard Services

- Assist with the preparation of a construction health and safety plan
- Confirm necessary documentation was submitted to the relevant authorities
- Attend project planning meetings
- Assessments and approval of contractor(s) health and safety plans
- Attend the contractors site handover
- Attend regular site, technical and progress meetings
- Facilitate site health and safety meetings
- Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections
- Establish and maintain health and safety communication structures and systems, distribution of health and safety specific documents to sub-contractors
- Compiling project specific emergency response and preparedness plans
- Testing the effectiveness of the emergency response plans
- Conduct site safety inductions
- Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through inspections and audits
- Oversee the reporting and investigation of project related incidents
- Oversee the maintenance of all records
- Participation in management reviews of the health and safety systems
- Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements
- Incorporation of changes into a health and safety management system
- Review and update the health and safety plan
- Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers

DELIVERABLES

- Approved project specific health and safety plans
- Risk profile for specific construction works
- Training matrix for all the required health and safety learning for a specific construction project.
- Tool box talks to address specific hazards and risks in relation to the construction project
- Emergency preparedness plan for a specific construction project and define the key approval, rehearsal and implementation steps.
- Inspection check lists and registers
- Accident and incident reports
- Statistical report
- Risk assessments

2.2.6 STAGE 6 – PROJECT CLOSE OUT

Definition

The process of managing and administering the project close out, including preparation and co – ordination of the necessary documentation to facilitate the effective operation of the project.

Standard Services

- Review, discuss and approve contractors' consolidated health and safety file with the contractor(s)
- Monitor site health and safety during the defects liability period
- Prepare the consolidated project health and safety file for the client

DELIVERABLES

- Record of audits during defects liability period.
- Consolidated health and safety file as per project specifications
- Records of health and safety operations and maintenance reports
- Health and safety close-out report