



The South African Council for the Project and Construction Management Professions

The South African Council for the Project and Construction

Management Professions (SACPOMP)

Registration Rules for Construction Health and Safety Agents in

Terms of Section 18 (1) (c) of the Project and Construction Management Professions

Act, 2000 (Act No. 48 of 2000)

Commencement Date: 1 June 2013

Application forms to be downloaded from

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

Applications should be addressed to:

<u>Post Address</u>	<u>Physical Address</u>
The Registrar	1 <sup>st</sup> Floor Gateway Creek
Ms N Rakolote	International Business Gateway
SACPOMP	Corner New and 6 <sup>th</sup> Roads
Gateway	Midrand
Halfway House	1685
1685	
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# 1. GUIDELINES FOR REGISTRATION OF CONSTRUCTION HEALTH AND SAFETY

## AGENT

### PREAMBLE

#### 1.1 INTRODUCTION

The SACPCMP hereby prescribes the registration of Construction Health and Safety Agent as a specified category in terms of section 18 (1) (c) of the Project and Construction Management Professions Act No. 48 of 2000. The registration system described in this document applies to the Construction Health and Safety Agent that operates at 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 Agent.

A Construction Health and Safety Agent who wants 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 the Construction Health and Safety Agent.

In order to register as a Construction Health and Safety Agent set criteria and competency requirements must be met in full and to the satisfaction of the SACPCMP. The SACPCMP's objective is the regulation of the Construction Health and Safety Agent profession, ensuring the progressive development of this professional group.

The Construction Health and Safety Agent may be appointed by:

- A "Client" to ensure that he/she complies with their statutory duties under the Occupational Health and Safety Act (Act No. 85 of 1993) and applicable regulations such as the Construction Regulation, etc.

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

- The registration of the Construction Health and Safety Agent,
- The prescription of the Code of Conduct,
- Monitoring the Continuing Professional Development (CPD) of each registered Construction Health and Safety Agent,
- Determining the conditions for maintaining registration on an annual basis, and
- Publishing guidelines for professional fees, after consultation with 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.

**"Construction Discipline"** General Building, Civil Engineering, Electrical Engineering, Mechanical Engineering or one of the Specialist categories identified by the CIDB in their Register of Constructors.

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

**"Construction Health and Safety Agent"** means any competent person who acts as a representative for a client in managing health and safety on a construction project for the client and who has satisfied the registration criteria of the SACPCMP to perform the required functions

**"Construction Programme"** is the programme for the works indicating the logical sequence and duration of all activities to be completed by the contractor(s), 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 contract with the client for the execution of the works or part thereof.

**"Cost Consultant"** means the person or entity appointed by the client to establish and agree all budgets and implement and manage the necessary cost control on the project.

**"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.

"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, 2000 (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.

"SACPMP" means the South African Council for Project and Construction Management Professions.

"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 Agent work identified and charging a professional fee for such work and accruing professional responsibility to a client or an employer for the performance of such functions.

"Suppliers" mean a person or entity appointed by the client to supply goods and products for incorporating 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, 200 (Act No.43 of 2000)

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

### 1.3 APPLICATION FOR REGISTRATION

1. A person who wishes to be registered as a Construction Health and Safety Agent must apply for in the prescribed application form.

2. The application form should be accompanied by the following:

- An application fee as determined by the Council.
- A certified copy of the identification document
- Curriculum Vitae of the Applicant
- Supporting Documentation as prescribed in the Application Form

## 1.4 CRITERIA FOR CERTIFICATION AS A CONSTRUCTION HEALTH AND SAFETY AGENT

### 1.4.1 Categories of the Construction Health and Safety Agent

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

### 1.4.2 General requirements for registration as a Construction Health and Safety Agent

In order to obtain registration as a Construction Health and Safety Agent 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 Agent the applicant will be required to adhere to the SACPCMP Code of Conduct for registered persons and Continuing Professional Development Policy Framework.

### 1.5 REGISTER OF CONSTRUCTION HEALTH AND SAFETY AGENTS

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

The SACPCMP Register of Construction Health and Safety Agents 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 AGENTS

#### 1.6.1 Admission to the SACPCMP Register of Construction Health and Safety Agents

- Once the applicant has satisfied the SACPCMP Registrar that He/she is competent to act as a Construction Health and Safety Agent,

transitional arrangements detailed below.

Until the required Construction Health and Safety Agent unit standards, qualifications and learnerships have been registered on the NQF, the SACPCMP will operate under the

#### 1.8 TRANSITIONAL ARRANGEMENTS

##### Pr. CHSA

A person registered in terms of the rules of a Construction Health and Safety Agent, may use the title "Professional Construction Health and Safety Agent", abbreviated as

#### 1.7 TITLE AND ABBREVIATION

In all cases an applicant will be subject to a personal professional interview.

application requirements.

Where an applicant is accredited as a Construction Health and Safety Agent 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.

Where an applicant has been registered as a member of professional registration body the SACPCMP may recognise such registration as fulfilling part of the requirements for registration with the SACPCMP, provided that the criteria for registration with the body is made available to the SACPCMP. The SACPCMP will determine what additional evidence is needed for registration as a Construction Health and Safety Agent with the SACPCMP. Where an applicant is accredited as a Construction Health and Safety Agent 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.

##### Bodies/Voluntary Associations

#### 1.6.3 Recognition of registration with other Health and Safety Professional

Health and Safety Agent.

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

#### 1.6.2 Continuing Professional Development

Agents.

His/her name will be added to the SACPCMP Register of Construction Health and Safety

- The requisite undertakings have been made
- All application fees have been paid, and registration,
- Has satisfied all the requirements detailed in the criteria and general requirements for

**2. STANDARD SCOPE OF SERVICES FOR CONSTRUCTION HEALTH AND SAFETY AGENTS 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**

A Construction Health and Safety Agent shall be expected to demonstrate detailed knowledge of health and safety requirements at all levels, with the capability to design, compile, implement and manage the health and safety requirements for a construction project from Initiation and Briefing to Project Close-out. A Construction Health and Safety Agent shall also be required to show ability to mentor, coach and guide Construction Health and Safety Managers and Construction Health and Safety Officers.

**2.2 Construction project health and safety management systems**

A Construction Health and Safety Agent is expected to be experienced and knowledgeable in:

- Identifying and developing an appropriate health and safety legal framework for a construction project
- Principles of cause and effect analysis and its application to hazard identification and risk management on a construction project
- Identifying leading construction health and safety practice and applying such to a construction project
- Construction project health and safety risk profiling
- Designing and developing a construction project health and safety management system
- Construction project health and safety policy and standards
- Design risk management

**2.3 Construction health and safety management**

A Construction Health and Safety Agent is expected to be experienced and knowledgeable in:

- Construction health and safety resource planning across all stages of a construction project
- Construction health and safety budgeting
- Occupational hygiene in construction
- Construction project health and safety risk communication
- Construction health and safety document management

- Demonstrate the Construction Health and Safety Agent competency and resource
- Assist in developing a clear construction project health and safety brief
- Attend the construction project initiation meetings
- Conclude the terms of the agreement with the client

**Standard Services**

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.

Definition

**2.2.1. STAGE 1 – PROJECT INITIATION AND BRIEFING**

the following stages:

A Construction Health and Safety Agent must be able to perform standard services under

**STANDARD SERVICES**

**IDENTIFICATION OF WORK FOR CONSTRUCTION HEALTH AND SAFETY AGENTS**

- Construction health and safety trends analysis
- Change management
- Construction health and safety management system reviews

in:

A Construction Health and Safety Agent is expected to be experienced and knowledgeable

**2.5 Construction health and safety continual improvement**

auditing, audit result analysis and reporting

- Construction project health and safety systems, legal compliance, verification,

in:

A Construction Health and Safety Agent is expected to be experienced and knowledgeable

**2.4 Construction health and safety performance measurement and monitoring**

- Construction project health and safety training and competency requirements processes
- Construction project health and safety standards, safe work procedures and
- Human factors in construction health and safety
- Construction project emergency preparedness and response planning



- Advise on the necessary surveys, tests and site or other investigations where such information will be required for the next stage of the project
- Advise the client on the adequacy of health and safety competency and resources of the other consultants
- Identify construction project health and safety risk profile
- Provide necessary information within the agreed scope of the construction project to the other consultants
- Define the Construction Health and Safety Agent scope of work and services

**Construction Health and Safety Agent Deliverables**

- Record of Construction Health and Safety Agent competency and resource
- Construction project health and safety brief
- Agreed scope of work
- Agreed services
- Signed agreement
- Record of consultants construction health and safety competency and resource assessments
- Schedule of required surveys, tests, analyses, site and other investigations
- Preliminary construction project risk profile
- Record of construction project health and safety risk communication

**2.2.2 STAGE 2 – CONCEPT AND FEASIBILITY**

**Definition**

Finalisation of the project concept and feasibility.

**Standard Services**

- Agree the documentation programme with the principal consultant and other consultants
- Attend design and consultants meetings
- Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants
- Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project
- Advise on preliminary cost estimates/budgets for construction project health and safety
- Prepare draft construction project baseline risk assessment

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

**Definition**

**2.2.3 STAGE 3 – DESIGN DEVELOPMENT**

- Updated construction project health and safety risk profile
- Agreed construction project health and safety policy for the project
- Draft construction project baseline risk assessment
- Draft construction project health and safety specification
- Record of appropriate specialists health and safety competency and resource assessments
- Schedule of required surveys, tests and other investigations and related reports
- Record of construction project health and safety risk communication
- Design risk management process
- Preliminary cost estimates/budgets for construction project health and safety
- Approved specialists health and safety plans
- Specialists health and safety audit reports and records

**Construction Health and Safety Agent Deliverables**

- Assist the client and principal consultant in the procurement of the necessary and appropriate specialists, including a clear definition of their roles, responsibilities and liabilities
- Advise the client on the adequacy of the health and safety competency and resources of the appropriate specialists
- Assess and approve the appropriate specialists health and safety plans
- Monitor the implementation of the appropriate specialists health and safety plans, including periodic audits
- Prepare the draft construction project health and safety specification
- Agree the format and procedures for health, safety and hygiene construction project control
- Advise and agree with the other consultants regarding their construction project health and safety requirements and related design risk management responsibilities
- Liaise, co-operate and provide necessary information to the client/principal consultant and the other consultants

- Final construction project health and safety risk profile
- Record of construction project health and safety risk communication
- Final construction project health and safety baseline risk assessment
- Updated draft construction project health and safety specification
- Design risk management records
- Schedule of precautions necessary for construction project health, safety and hygiene control
- Approved early works health and safety plans
- Early works audit reports and records
- Initial schedule of construction project health and safety cost estimates/budgets
- Template for health and safety file

**Construction Health and Safety Agent Deliverables**

- Review the documentation programme with the principal consultant and the other consultants
- Attend design and consultants meetings
- Finalise the construction project health and safety risk profile
- Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operability of the structure
- Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme
- Monitor the integration of health and safety aspects for constructability, maintainability and operability of the structure during the design process and finalise the construction project baseline risk assessment
- Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications
- Agree on a format for the health and safety file
- Assess and approve necessary construction project health and safety plans for early works
- Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works
- Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets
- Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants

**Standard Services**

## 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 timely execution of the project.

### Standard Services

- Attend design and consultants meetings
- Assist in developing a clear construction project health and safety procurement process
- Finalise construction project tender health and safety specifications and integrate with procurement documentation
- Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants
- Prepare construction project health and safety documentation for submission to authorities
- Participate in construction project tender clarification meetings
- Assist with the evaluation of tenders and verify the contractors competencies, knowledge and resources to carry out the construction works in a safe and healthy manner
- Assist the cost consultant in the finalisation of the construction project health and safety cost estimate/budget
- Assist with the preparation of contract documentation for signature
- Prepare construction project health and safety mobilisation and access plans for the construction work
- Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety compliance

### Construction Health and Safety Agent Deliverables

- Final construction project tender health and safety specifications
- Records of construction project health and safety procurement process
- Construction project health and safety tender evaluation and records
- Finalised schedule of construction project health and safety cost estimate/budget
- Construction project health and safety contract documentation
- Construction project health and safety mobilisation and access plans
- Design risk management records
- Record of construction project health and safety risk communication

- Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans
- Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work
- Attend site handover meetings and lead construction project health and safety mobilisation and access plans
- Attend regular site, technical and progress meetings
- Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes
- Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop work orders where necessary
- Monitor design risk management
- Perform incident and accident investigations where necessary
- Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits
- Conduct construction health and safety management system audits
- Facilitate construction health and safety system and plans reviews for continual improvement
- Monitor the compilation of the construction project health and safety file by the contractor(s)
- Prepare and maintain the consolidated health and safety file
- Prepare the structure commissioning health and safety plans

**Standard Services**

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

**Definition**

**2.2.5 STAGE 5 - CONSTRUCTION DOCUMENTATION AND MANAGEMENT**

- Construction project health and safety documentation for authorities
- Evaluation schedule of samples/mock-ups and products

**Construction Health and Safety Agent Deliverables**

- Approved contractor(s) construction project health and safety plans, including all construction health and safety appointments
- Permits to commence construction work
- Record of meetings, including all construction health and safety matters to be actioned
- Record of revised changes to the construction project health and safety risk profiles
- Record of revised changes to the construction project health and safety specifications
- Record of revised changes and commissioning of the construction project health and safety plans
- Record of revised construction project health and safety cost estimate/budget
- Records of design risk management
- Record of construction project health and safety audit reports
- Record of contractor(s) construction health and safety performance
- Record of construction project health and safety stoppage reports
- Record of incident and accident investigations and corrective actions
- Record of interactions with the Compensation Commissioner or similar
- Record of construction health and safety system and plans reviews
- Record of construction project health and safety risk communication
- Interim health and safety file.
- Structure commissioning health and safety plans

**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 the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period
- Cancel all construction project health and safety legal appointments
- Prepare the health and safety operations and maintenance report
- Prepare the consolidated construction project health and safety close - out report

## Construction Health and Safety Agent Deliverables

- Record of audits during the defects liability period
- Record of construction health and safety risk communication
- Report on approved health and safety file
- Health and safety operations and maintenance report
- Consolidated construction project health and safety close-out report

## 2.2.7 ADDITIONAL RELATED SERVICES

- Provide advice to the Client on health and safety competence and resources of up to [number] proposed designers prior to arrangements being made for design work to begin.
- Prepare [number] additional copies of the health and safety file.
- Prepare [number] copies of abstracts of the health and safety file for delivery to tenants by the Client/Owner's (The contents of the abstracts to be determined in consultation with the Client/Owner's legal advisors).
- Seek the co - operation of and co - operate with anyone else involved in a construction project at an adjoining site so far as necessary to enable them to perform their duties under the Construction Regulations.
- Facilitate co - operation and co - ordination in relation to duty holders on adjoining construction sites as it may affect the project; ensuring that suitable arrangements are made and implemented for the co - ordination of health and safety measures during planning and preparation for the construction phase.
- Keep a record of the health and safety file.
- Convert the health and safety files on other projects to match Client/ Owner's electronic format.
- Carry out necessary inspections at the appropriate stages to verify that the construction of the relevant structure is carried out in accordance with the design.
- To stop any contractor from executing any construction work that is not in accordance with the relevant design's health and safety aspects.
- Assist in the development of maintenance schedules for the Client/Owners completed structure.
- Inspect the structure on behalf of the Client/Owner once every six (6) months for the first two (2) years on completion of the structure and then yearly thereafter, to ensure the structure remains safe for continued use and records are kept of such in the structures health and safety file