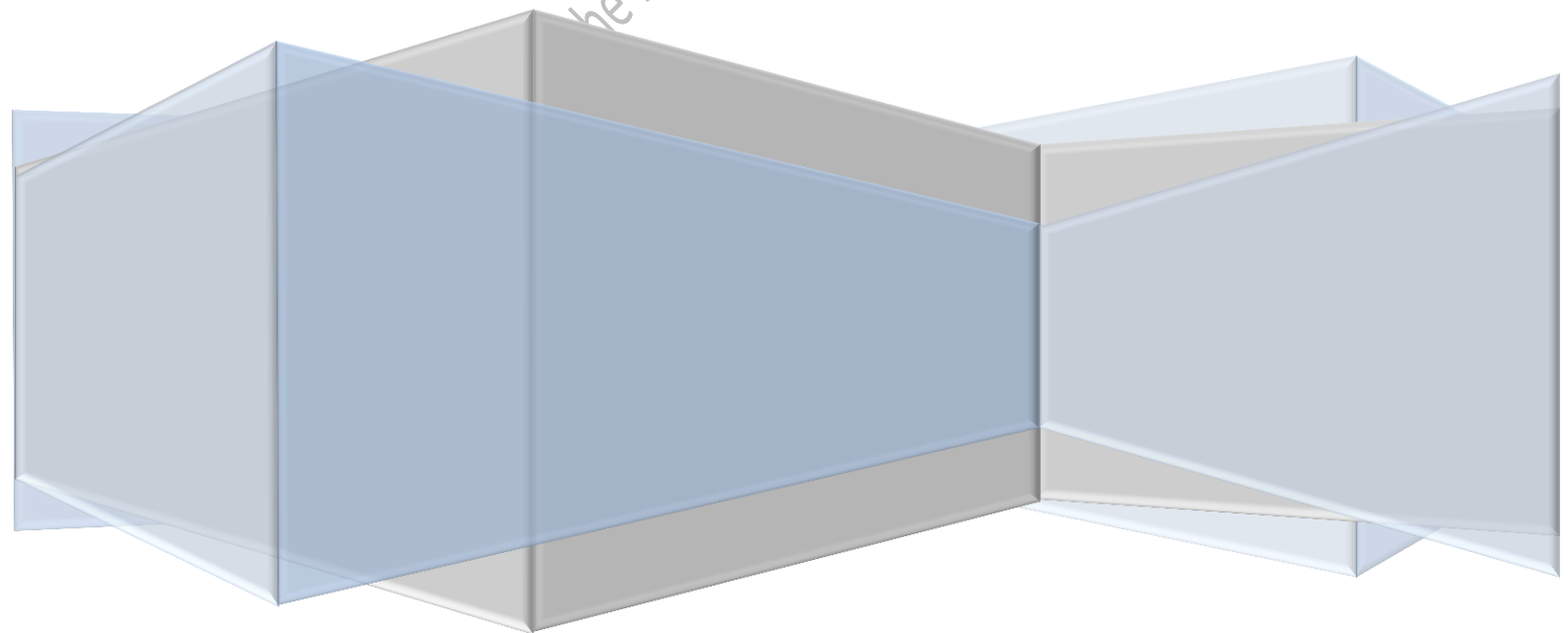


REGISTRATION GUIDELINE

FOR EXPECTED KNOWLEDGE AREAS FOR
CONSTRUCTION HEALTH AND SAFETY OFFICER

SACPCMP

The Project and Construction Management Professions





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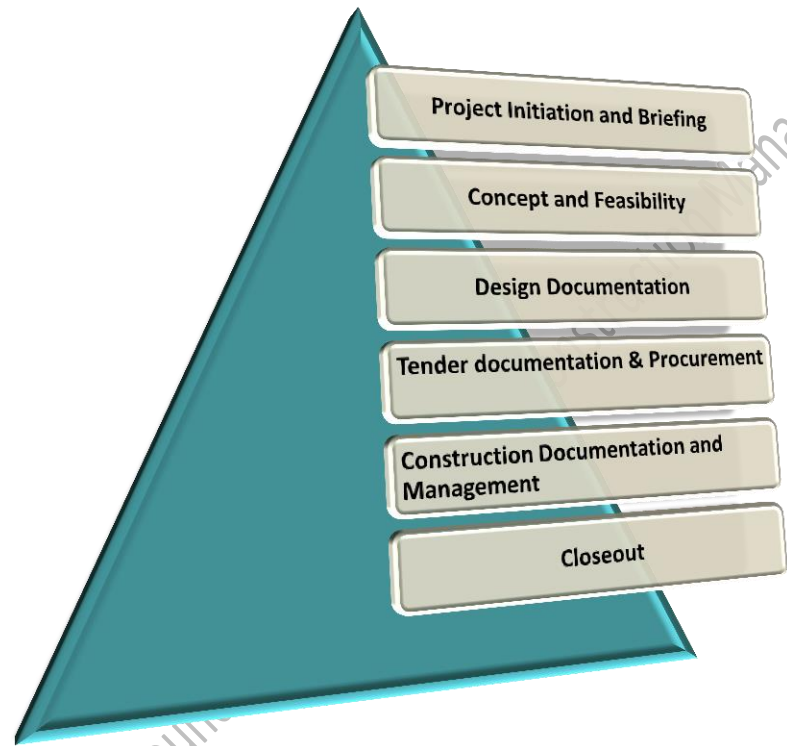
HEALTH & SAFETY ELEMENT	KNOWLEDGE/EXPERIENCE REQUIREMENT OVERVIEW
<p>Construction health and safety officers shall be expected to demonstrate detailed knowledge of construction health and safety requirements at operational levels, with the ability to support construction management identify relevant legal requirements and monitor continuous implementation controls. A construction health and safety officer shall also be required to demonstrate an ability to mentor, coach and guide construction health and safety representatives.</p>	
<p>Construction Project Health and Safety Management Systems</p>	<ul style="list-style-type: none"> • 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 construction 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
<p>Construction Health and Safety Management</p>	<ul style="list-style-type: none"> • 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 document management and 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



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<p>Construction Health and Safety Performance measurement and reporting</p>	<ul style="list-style-type: none"> • 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
<p>Construction health and safety Continual Improvement</p>	<ul style="list-style-type: none"> • Principles and leading practices associated with continuous improvement • Management of change on a construction project • Verification of implementation and close out of corrective actions

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The **Construction Health and Safety Officer** will normally be required from Project Stage 4, Project Stage 1, 2 and 3 definitions are included for information purposes only.



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STAGE 1	STAGE 2	STAGE 3	STAGE 4
<ul style="list-style-type: none"> • <i>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.</i> 	<ul style="list-style-type: none"> • <i>Finalisation of the project concept and feasibility</i> 	<ul style="list-style-type: none"> • <i>Manage, co – ordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.</i> 	<ul style="list-style-type: none"> • <i>The process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation for effective and timeous execution of the project.</i> • 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 submission • 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

STAGE 4 continuing....

• DELIVERABLES

- Company health and safety management system (Sample documentation)
- Baseline risk assessments / task specific risk assessment
- Completed Site establishment check list
- 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

STAGE 5

• *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*

- 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

STAGE 5 continuing.....

- 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

STAGE 5

continuing.....

• 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

STAGE 6

• *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.*

- 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