

# **CONSTRUCTION STAGE HEALTH AND SAFETY PLAN**

**PROJECT NAME:**

**COMPANY NAME:**

**NAME:**

**DATE:**

SAMPLE

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4.1 Risk Assessment



4.2 Action List

# INTRODUCTION



## (i) HOW TO USE THE PLAN

The Construction Stage Health and Safety Plan is the main document for management of health and safety on site. It should be prepared before construction work starts. However, it is a live and dynamic document that will change and grow during the project and should be reviewed and updated on a regular basis.

The Construction Stage Health and Safety Plan is developed from information that the Client and the Project Supervisor Design Process (PSDP) provide to you, the Project Supervisor Construction Stage (PSCS). This information may include:

- Preliminary Design Stage Health and Safety Plan from the PSDP
- Existing Health and Safety File, including as-built drawings, etc.
- Reports, e.g. Refurbishment/Demolition Asbestos Survey (RDAS).

This Construction Stage Health and Safety Plan a 4-step process:

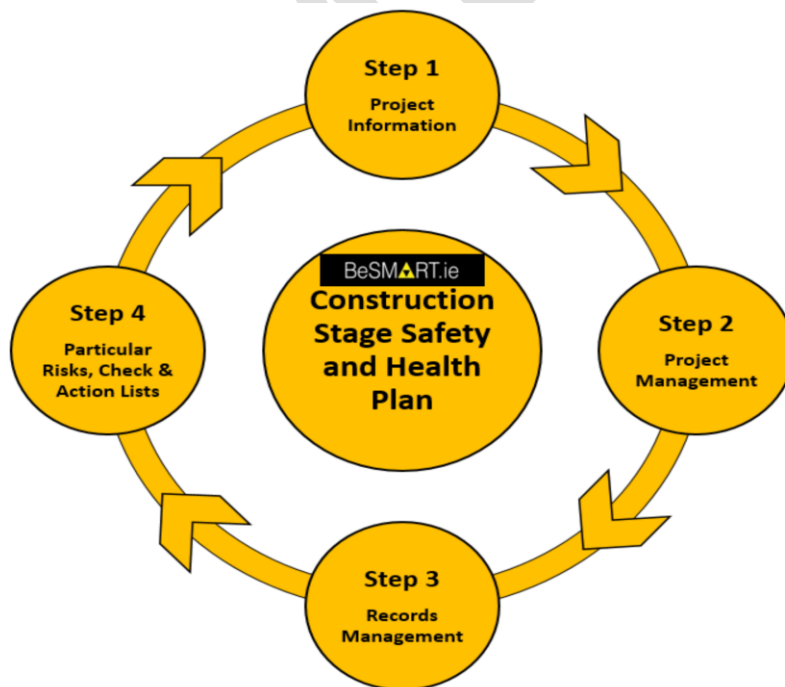


Figure 1: Construction Stage Safety and Health Plan - 4 Step Process

### STEP 1 – Project Information

In this step you input contact details for the various stakeholders, e.g. Client, Designer, PSCS and PSDP, along with other associated information, e.g. safety files, programmes and RDAS's.

## **STEP 2 – Project Management**

This step will help you manage and run the day-to-day issues on site. Information is provided on particular risks, co-ordination of contractors, statutory inspections and training requirements.

## **STEP 3 – Records Management**

This section provides a non-exhaustive index of records that need to be documented and managed on site, and a range of templates and registers to help you complete this work.

## **STEP 4 – Particular Risk Assessments, Checklists and Action Lists**

Particular risk assessments, mandatory and site welfare checklists along with action lists will automatically populate in this section if you have used BeSMART.ie and the Project Supervisor Construction Stage (PSCS) business type. A competent person(s) must be appointed to ensure that all controls are in place and that checklists and action lists are closed out.

## **Notes for Completing the Plan and Managing the Construction Site**

The person(s) responsible for developing and maintaining the Construction Stage Health and Safety Plan must ensure that:

- The plan is updated and reviewed so that it contains all relevant information for the work to be undertaken. Competent persons are appointed to oversee and carry out tasks such as:
  - Keeping the plan current
  - Co-ordinating contractors on site
  - Managing records
  - Investigating and reporting accidents
- Particular risks are identified and measures are put in place to reduce or eliminate the risk from these hazards
- If applicable, the construction site is notified to the Health and Safety Authority (see Step 1.3)
- The plan is made available to all contractors and persons working on or visiting the site
- Particular risk assessments are carried out
- Contractors and their sub-contractors have provided:
  - Site-specific safety statements and risk assessments
  - Insurances
  - Method statements where required
  - Relevant statutory forms and certification for plant and machinery
  - Training records
- Contractors and work activities are co-ordinated and managed
- The construction site is secure and access is monitored.



## (ii) RESPONSIBLE PERSONS AND ADDITIONAL INFORMATION

Identify competent people on site who will take responsibility for completing the various elements of the Construction Stage Health and Safety Plan and other related duties. Decide on a suitable person to oversee and manage each role or activity and brief them on their responsibilities.

See Step 3 – Records Management, Section 3.5: Responsible Persons Task Register. You can add in additional tasks / information as needed.



## (iii) APPOINTMENTS

To determine when a Project Supervisor Construction Stage (PSCS) is required to be appointed and when the Health and Safety Authority needs to be notified of the commencement of construction work, please refer to Figure 2.

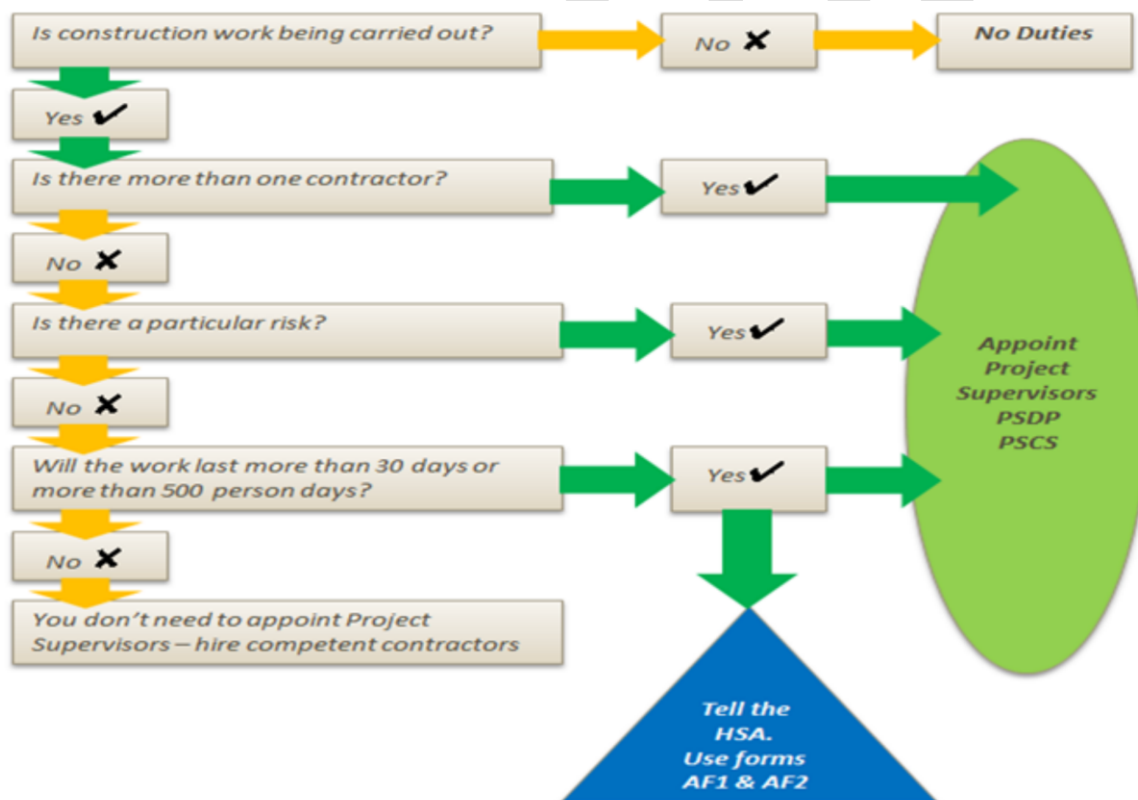


Figure 2: Flowchart showing the appointments and notification process for a construction site

The appointment of the PSCS, as with all competent persons, must be made in writing on headed paper detailing all legal requirements.

The PSCS must confirm acceptance of the appointment, in writing, to the Client. This written acknowledgement will form an agreement between the Client and the PSCS that confirms compliance with the legal requirements.

**Note:** The Client should appoint only one Project Supervisor Design Process (PSDP) and one PSCS for each project. Where the Client changes the PSDP and / or PSCS he / she must follow the same process of appointment and keep appointment letters on file.

### Key Actions for the PSCS

File your written letter of appointment in Step 3 – Records Management, Section 3.2: Letters of Appointment; AF2 Notification.



## (iv) DEFINITIONS AND ROLES

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**“Client”** means a person for whom a project is carried out, in the course or furtherance of a trade, business or undertaking, or who undertakes a project directly in the course or furtherance of such trade, business or undertaking.

**“Competent Person”** means a person where, having regard to the job they are required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which they do work, possesses sufficient training, experience and knowledge suitable to the nature of the work to be completed.

**“Construction Stage Health and Safety Plan”** is a suitable safety and health plan for the project, which the PSCS must develop prior to the commencement of construction work. The plan must explain how the key safety and health issues will be managed. It must be relevant to the particular project and should be developed from the Preliminary Design Stage Health and Safety Plan prepared by the PSDP. The plan provided here is a blueprint for managing and co-ordinating safety and health during the construction phase of the project.

**“Construction Work”** has a very broad definition that includes a range of everyday activities. Among the work activities or tasks on a building or structure that are classified as construction work are: alterations, converting, fitting-out, commissioning, renovating, repairing, upkeep, decorating, maintaining, de-commissioning, demolishing, dismantling and assembling. As many maintenance activities are clearly classified as construction work, the term applies to most workplaces at some stage.

**“Contractor”** means a company or person who carries out or manages construction work for a fixed or other sum and who supplies the materials and labour (whether his / her own labour or that of others) to carry out such work or who supplies the labour only.

**“Designer”** means a company or person engaged in work related to a design of a project.

**“Health and Safety File”** is a record of information provided to the Client by the PSDP on completion of the construction work. The file will inform those who are responsible for the structure of any significant safety and health risks that may need to be addressed during subsequent maintenance, repair or other construction work. The Client should make the file available to the PSDP, PSCS,



designers and contractors of any planned or future work if it is going to impact on existing structures or systems.

During construction the PSCS must co-ordinate with other contractors on site to ensure that the information required to complete the file is collected and forwarded to the PSDP, who in turn will pass it on to the Client or end-user. Relevant information for the file may include:

- Construction drawings, as-built 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 contractors and suppliers that 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 firefighting systems.

**Note:** Information for the Health and Safety File (including reports, sketches, drawings, letters, etc.) should be catalogued and filed for issue to the PSDP.

**"Particular Risks"** is a non-exhaustive list of risks given in Schedule 1 of the Safety, Health and Welfare at Work (Construction) Regulations. For example;

- works that put a person at risk of falling from a height, for example, roof work where access is restricted,
- burial under an earthfall, for example, deep excavations in poor soil conditions,
- works near high voltage power lines, for example, building a house on a site which has existing power lines crossing the site,
- works exposing a person to the risk of drowning, for example, construction of a wall beside or near a river,
- work involving the setting up or taking down of heavy parts, for example installation of precast or assembly of structural steel, or
- work involving asbestos

**"Preliminary Design Stage Health and Safety Plan"** is a written statement from the PSDP identifying health and safety issues for the project and listing specific risks. The PSDP must give this plan to the PSCS, who will then identify any remaining risks (residual risks) related to the project before developing the Construction Stage Safety and Health Plan. Throughout the construction stage, the PSDP and PSCS should communicate health and safety issues across both the design and the construction teams and co-ordinate the safe working procedures on site.

**Note:** The Preliminary Design Stage Health and Safety Plan should be prepared in adequate time by the PSDP to allow it to be provided for anyone tendering or negotiating for the role of PSCS. This will allow the potential PSCS to consider the implications of any hazards or particular risks in the plan when preparing the Construction Stage Health and Safety Plan, the tender or proposal for the works.

**“Project Supervisor Construction Stage (PSCS)”** means a competent person or organisation (may be an individual or body corporate) appointed by the Client and responsible for carrying out the duties under the Safety, Health and Welfare at Work (Construction) Regulations, and enabling the Client to meet the requirements of the Safety, Health and Welfare at Work Act. Key aspects of the role are to:

- Co-ordinate the identification of hazards and the elimination of those hazards or the reduction of risks during construction
- Develop the safety and health plan initially prepared by the PSDP before construction commences
- Co-ordinate the implementation of the Construction Regulations by contractors
- Organise co-operation and the provision of information between contractors
- Co-ordinate the reporting of accidents to the Health and Safety Authority
- Notify the Health and Safety Authority before construction commences where construction is likely to take more than 500 person days or 30 working days
- Provide information to the site safety representative
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures to restrict entry to the site
- Co-ordinate the provision and maintenance of welfare facilities
- Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a safety awareness card, e.g. Safe Pass, and a Construction Skills Certification Scheme (CSCS) card where required
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site
- Appoint a safety adviser where there are more than 100 persons on site
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- Notify the Health and Safety Authority and the Client of non-compliance with any written directions issued.

**“Project Supervisor Design Process (PSDP)”** may be an individual or body corporate, i.e. a limited company, such as a firm of architects, chartered surveyors, consulting engineers or project managers. It can also be the main contractor (e.g. in cases of design-and-build contracts or small projects with minimal design input). In all cases the person or company undertaking the role must

have the necessary competence to carry out the relevant duties. The PSDP must be appointed before design work commences to ensure effectiveness in addressing and co-ordinating safety and health matters from the earliest stages of a project. Key aspects of the role are to:

- Identify hazards arising from the design or from the technical, organisational, planning or time-related aspects of the project
- Where possible, eliminate the hazards or reduce the risks
- Communicate necessary control measures, design assumptions or remaining risks to the PSCS so that they can be dealt with in the Construction Stage Health and Safety Plan
- Co-ordinate the work of designers to ensure safety
- Organise co-operation between designers
- Prepare a written health and safety plan for any project where construction will take more than 500 person days or 30 working days or where there is a particular risk, and deliver it to the Client prior to tendering
- Prepare a safety file for the completed structure and give it to the Client
- Notify the Health and Safety Authority and the Client of non-compliance with any written directions issued.

