



## **Guide for Contractors and Project Supervisors**



Carrying out Construction Work on Private Domestic Dwellings

Safety, Health and Welfare at Work  
(Construction) Regulations 2013

Our vision:

A country where worker safety, health and welfare and the safe management of chemicals are central to successful enterprise



# INTRODUCTION



This guidance is for contractors who undertake construction work on private domestic dwellings.

Under the Safety, Health and Welfare at Work (Construction) Regulations 2013, a Client is a person for whom a construction project is carried out. This now includes a person having construction work carried out on their own home.

The Client's duties under the regulations include:

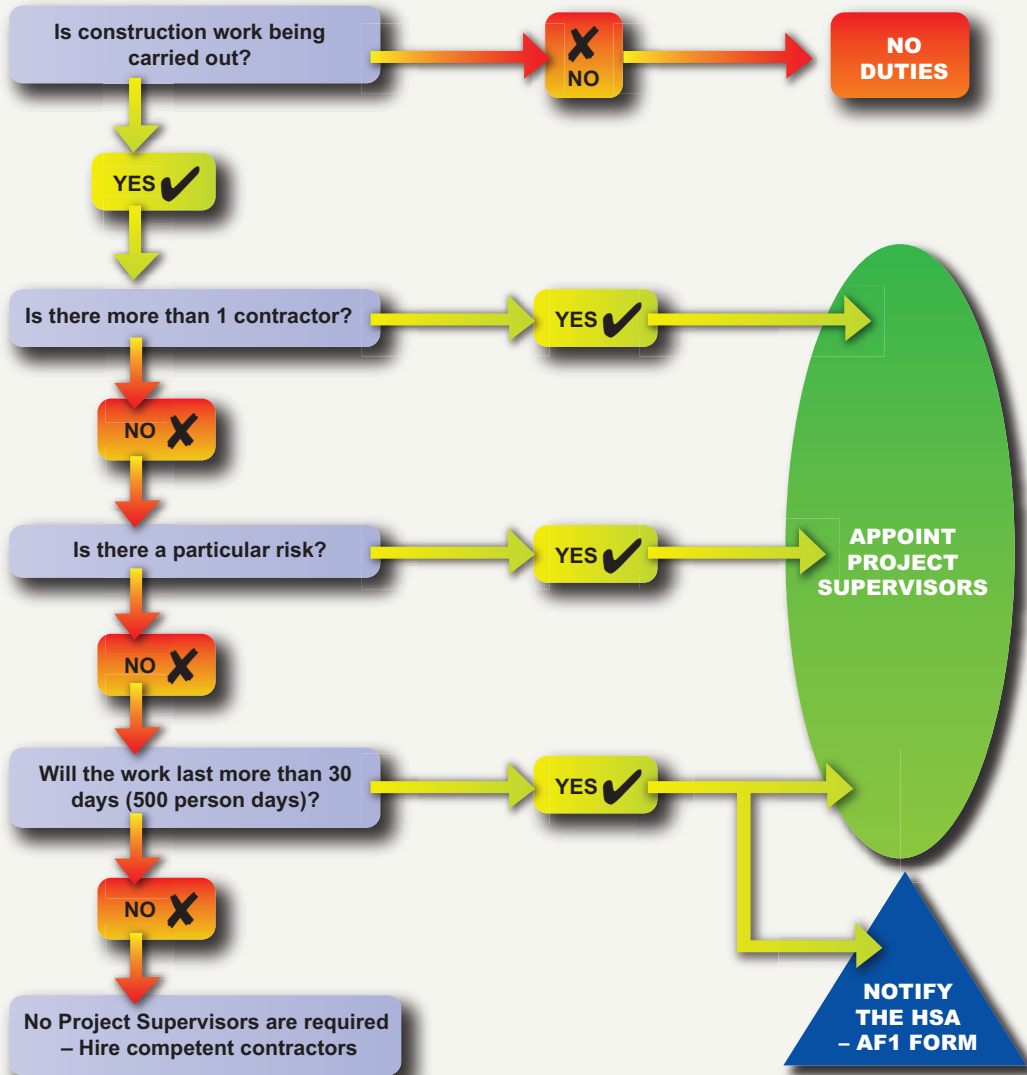
- Appointing competent persons to carry out the construction work
- Appointing Project Supervisors for the Design Process and for the Construction Stage where necessary
- Keeping a Safety File
- Sending notification of the works to the Health and Safety Authority where necessary

These changes will affect contractors, as the Client is now required by law, subject to the criteria below, to appoint, in writing, Project Supervisors for their construction work.

**Part 1** of this guidance document explains the duties of contractors under the regulations.

**Part 2** explains the duties of Project Supervisors.

What must a homeowner do?



## Part 1: Duties of Contractors

A contractor is an employer whose employees carry out or manage construction work. This includes self-employed contractors, sole traders etc. The following are some of the duties of the contractor:

- Identify and eliminate hazards, and reduce risks during construction
- Work in a safe manner and take measures to protect workers, the homeowner and their family from the potential dangers of the construction work
- Ensure that relevant employees have a safety awareness card and a construction skills card where required
- Provide employees with site-specific induction
- Monitor compliance and take corrective action
- Co-operate with the Project Supervisor for the Construction Stage (PSCS)
- Provide the relevant extract of your safety statement and relevant information to the PSCS
- Promptly provide the PSCS with information required for the safety file
- Comply with directions of project supervisors
- Report accidents to the Health and Safety Authority and to the PSCS where an employee cannot perform their normal work for more than three days
- Comply with site rules and the safety and health plan, and ensure that your employees comply with same
- Facilitate the Site Safety Representative
- Appoint a safety officer where there are more than 20 on site or 30 employed
- Consult employees and Safety Representatives on safety related issues

### The new additional duties on contractors under the regulations are:

#### 1. Demonstrate competency

The contractor must demonstrate to the Client that they are competent to complete the work and will allocate adequate resources to complete it safely. The contractor must be able to demonstrate that they can work safely and can manage the risks to their employees and to the homeowner and their family.

##### **Example 1:**

An electrician is engaged as a contractor to rewire a domestic house. The electrician demonstrates to the Client that they are competent by telling the Client of their experience and training.

##### **Example 2:**

A contractor is engaged to build a single detached domestic dwelling and also to take on the role of Project Supervisor Construction Stage. They demonstrate to the Client that they are competent to complete both tasks by providing the Client with a safety statement, evidence of training and references from previous clients, etc. They demonstrate that they will allocate adequate resources to complete the work safely by explaining their intentions regarding provision of competent personnel, safety management systems (e.g. planned supervision, regular audits etc.) and safety equipment (e.g. scaffold, PPE etc.).

## Part 1: Duties of Contractors

### 2. Inform homeowner of their duties

If a contractor is not aware of the appointment of project supervisors, the contractor must promptly inform the client of the client's duties under Regulation 6.

#### Example 1:

A contractor is engaged to build a single detached domestic dwelling. As the work will take longer than 30 days and involve more than 1 contractor they inform the Client that it is the client's duty to appoint Project Supervisors. In this case the contractor demonstrates their competency to the Client to undertake the role of PSCS and is appointed by the Client. The Client also appoints the architect as PSDP.

#### Example 2:

A groundworks contractor is engaged to dig out foundations for a new domestic dwelling. He is aware that the work will take longer than 30 days and will involve a number of contractors. He is not aware of the appointment of a PSCS. He must inform the Client that they have a duty to appoint Project Supervisors for the design process and for the construction stage.

## Part 2: Project Supervisors

### What is a Project Supervisor Design Process and what duties do they have?

A Project Supervisor Design Process (PSDP) is a person or company appointed by a Client under Regulation 6 of the Safety, Health and Welfare at Work Regulations 2013. Under the regulations, they have various duties relating to the design of the project. In most projects on domestic homes this role will be undertaken by the architect or engineer. The following are some of the duties of the project supervisor:

- 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 these can be dealt with in the Safety and Health Plan
- Ensure that the work of designers is co-ordinated to ensure safety
- Organise co-operation between designers
- Prepare a written Safety and Health Plan on a preliminary basis 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



## Part 2: Project Supervisors

- Prepare a safety file for the completed structure and give it to the client
- The PSDP may issue directions to designers, contractors or others where they feel safety is being compromised

### What is a Project Supervisor Construction Stage and what duties do they have?

A Project Supervisor Construction Stage (PSCS) is a person or company appointed by a Client under Regulation 6 of the Safety, Health and Welfare at Work Regulations 2013. They have various duties under the regulations relating to co-ordinating health and safety on site, including the following:

- Develop the Safety and Health Plan provided by the PSDP prior to commencing construction work (see Appendix 1 for Safety Plan Template)
- Co-ordinate the implementation of the construction regulations by contractors
- Organise co-operation between contractors and the provision of information
- Co-ordinate the reporting of accidents to the Health and Safety Authority
- Notify the Authority before construction commences where construction is planned to take more than 500 person days or 30 working days using form AF2 (see Appendix 2). This can be completed online at [www.hsa.ie](http://www.hsa.ie) or by registered post to Health and Safety Authority, 6th floor, Metropolitan Building, James Joyce Street, Dublin 1
- When there is more than 20 workers on site, facilitate the appointment of a Safety Representative and provide the necessary information to the site safety representative to fulfill their role
- Co-ordinate the checking of safe working procedures
- Co-ordinate measures to restrict entry on 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 card where required
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- The PSCS may issue directions to designers or contractors where they feel safety is being compromised
- Ensure that traffic and pedestrian routes are in place to ensure safety when construction vehicles are in operation

### Further Information:

Further guidance on the Safety, Health and Welfare at Work (Construction) Regulations 2013 are available at [www.hsa.ie](http://www.hsa.ie).

The Health and Safety Authority Workplace Contact Unit can be contacted on 1890 289 389.

The Construction Safety Partnership SMP20 safety management pack for small contractors is a useful resource and can help to satisfy the contractor and PSCS duties under the regulations. For further information, see [www.csponline.ie](http://www.csponline.ie)



## Appendix 1:

This appendix provides a template of a Safety and Health Plan for a domestic project. The aim of the template is to assist Project Supervisors in the development of a Health and Safety plans at design and construction stage.

This Safety and Health Plan template is designed to be completed by the PSDP on a preliminary basis and further developed by the PSCS for the construction stage.

If the PSDP has already developed a plan, the relevant information can be transferred to the template or attached to this template. This can then be further developed by the PSCS.

The plan comprises of four parts:

<b>Part 1</b>	<b>Project Information</b>	<b>PSDP</b>
<b>Part 2</b>	<b>Particular Risks</b>	<b>PSDP/PSCS</b>
<b>Part 3</b>	<b>Principles of Prevention</b>	<b>PSDP/PSCS</b>
<b>Part 4</b>	<b>Site Rules</b>	<b>PSCS</b>

More detailed guidance on Safety & Health Plans is available at [www.hsa.ie](http://www.hsa.ie) and should be read prior to completing this template.

This is not a statutory form; other formats of Safety and Health Plans are accepted. The template may be amended as required for the particular project. The plan should be developed taking account of Section 20 of the Act in regards to Safety Statements.





## Part 1: Project Information (Completed by PSDP)

# CONSTRUCTION SAFETY AND HEALTH PLAN

(Template for domestic project)



Indicates to be completed by Project Supervisor Design Process



Indicates to be completed by Project Supervisor Construction Stage


Project Supervisor Design Process (PSDP):



Project Supervisor Construction Stage (PSCS):



<b>Dutyholders:</b> (include name, address and contact details)	Client: PSDP: H&S Co-ordinator Design (where appointed): PSCS: H&S Coordinator Construction (where appointed):
<b>General Description of Project:</b>	
<b>Duration of Project (include basis on which this is established):</b>	
<b>Other Work activities on site:</b>	



**Part 1: Project Information**  
(Completed by PSDP)

**Is there an existing Safety File, site survey or other safety related records?**

Yes     No

If yes, what part affects the Design Safety?

If yes, what part affects the Construction Safety?

If no records are in place then an assessment / site survey of on-site hazards may need to be undertaken.

**Drawing Register:**

**Dwg No:**

**Safety Reference:**

Existing Services

Location on site

Dwg No.  
Reference (where applicable)





## Part 2: Particular Risks (Completed by PSDP/PSCS)

**Identify Works which involve a particular risk:**

**PSDP – specify where in the project the risks will arise:**

**PSCS – specify control measures to be implemented:**

7. Work carried out by divers at work, having a system of air supply.

Yes

No

8. Work carried out in a caisson with a compressed-air atmosphere.

Yes

No

9. Work involving the use of explosives.

Yes

No

10. Work involving the assembly or dismantling of heavy prefabricated components.

Yes

No

11. Other particular risks on site.

Yes

No

Description:



## Part 3: Principles of Prevention (Completed by PSDP/PSCS)

**Conclusions drawn by PSDP and designers taking account of principles of prevention:**

**PSCS Construction controls identified:**

1. Keeping the construction site in good order and in a satisfactory state of cleanliness

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2. Choosing the location of workstations, bearing in mind how access to them is obtained, and determining routes or areas for the passage and movement of equipment

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3. The conditions under which various materials are handled

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4. Technical maintenance, pre-commissioning checks and regular checks on installation and equipment with a view to correcting any faults which might affect the safety, health and welfare of persons at work

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5. The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned

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6. The conditions under which the dangerous materials used are removed

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### Part 3: Principles of Prevention (Completed by PSDP/PSCS)

**Conclusions drawn by PSDP and designers taking account of principles of prevention:**

**PSCS Construction controls identified:**

7. The storage and disposal or removal of waste and debris

8. The adaptation, based on progress made on the construction site, of the actual time to be allocated for the various types of work or work stages


9. Co-operation between employers and self-employed persons

10. Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located

Form area for PSDP and designers' conclusions, featuring a dotted blue border and a small icon of a pair of compasses at the bottom right.

Form area for PSCS Construction controls identified, featuring a solid blue border and a small icon of a person pushing a wheelbarrow at the bottom right.

## Part 4: Site Rules (Completed by PSCS)

<b>Project Supervisor Construction Stage:</b>	
<b>Safety rules for the execution of the construction work:</b>	<p>Example of typical site rules will include:</p> <ul style="list-style-type: none"><li>• No unauthorised entry to site allowed</li><li>• All general and craft workers and on-site security to have completed FÁS Safe Pass training</li><li>• Appropriate PPE to be worn</li><li>• All work areas to be kept clean and tidy</li></ul> <p><u>Enter additional site-specific rules:</u></p>
<p><b>This Plan must be brought to the attention of all contractors and other relevant persons who may be affected by it.</b></p> 	



## Appendix 2: (AF 2 form)



### Safety, Health and Welfare at Work (Construction) Regulations, 2013

# Approved Form (AF 2)

Regulation 22

## Particulars to be notified by Project Supervisor for the Construction Stage to the Health and Safety Authority before the construction work begins

**NOTE:**

This form is to be used to notify the Health & Safety Authority of any project covered by the Safety, Health and Welfare at Work (Construction) Regulations 2013, which will last longer than 30 days or 500 person days. It can also be used to provide changes to initial notification of projects.

Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A person day is one individual, including supervisors and specialists, carrying out construction work for one normal working shift.

This Notification is to be made by Registered Post to HSA, Metropolitan Building, James Joyce Street, Dublin 1; or as may be directed by the Authority.

The project supervisor for the construction stage shall clearly display on the construction site a copy of this form.

- 1 Client:** Provide name, full address, telephone number and e-mail address for the Client. If more than one Client, please attach details of all Clients on a separate sheet.

Name:

Address:

Telephone:  E-Mail:

- 2 Project Supervisor Design Process and Health & Safety Coordinator:** Provide name, full address, telephone number and e-mail address for the PSDP and Health & Safety Coordinator for the Design Process.

PSDP Name:  H&S C. Name:

Address:  Address:

Telephone:  Telephone:

E-Mail:  E-Mail:

- 3 Project Supervisor Construction Stage and Health & Safety Coordinator:** Provide name, full address, telephone number and e-mail address for the PSCS and Health & Safety Coordinator for the Construction Stage.

PSCS Name:  H&S C. Name:

Address:  Address:

Telephone:  Telephone:

E-Mail:  E-Mail:

- 4 Information on Construction Work:** Please provide your details / estimates for the following.

Description of Project:

Address of Site:

The planned date for the commencement of the construction work:

How long the construction work is expected to take (in weeks):

The maximum number of people carrying out construction work on site at any one time.

The number of Contractors expected to work on site.

- 5 Information on Construction Work:** Provide name, full address & telephone number of those selected to work on this project (if required continue on a separate sheet).

Name	Address	Telephone and Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signed:  by or on behalf of the Project Supervisor for the Construction Stage

Position:  Date:







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and welfare and  
the safe management  
of chemicals are  
central to successful  
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