



## **UKCG Supervisor Training Standard**

### ***Purpose***

With effect from 1 January 2010, UKCG member companies require that ALL supervisors working on their sites can demonstrate that they have the necessary knowledge and skills to supervise their workers effectively. This is essential if they are to ensure those workers carry out their tasks safely and with due regard to health.

### ***Scope***

This standard is intended to apply to all civils, construction and engineering services activities.

For the purpose of this Standard supervisors are defined as those persons directly supervising work activities. They are the front line supervisors with direct responsibility for putting people to work and who will typically brief their workers on how to carry out their work and ensure that they are carrying out their work safely.

### ***The training standard***

Supervisors must have the ability to **demonstrate** that they have satisfied the following two key criteria:-

**FIRSTLY** – That they have sufficient knowledge of health and safety gained at a construction specific course of at least two days duration. The course content must include the following as a minimum requirement:

- The role of the supervisor
- Health and safety law and enforcement
- Safety systems of work
  - Hazard identification
  - Risk assessment
  - Method statement
  - Principles of prevention
  - Special considerations

- Health and safety management
  - Safety policies
  - Measuring performance
  - Permit systems
- Occupational health
  - Noise
  - Vibration
  - Asbestos
  - Drugs and alcohol
  - Dermatitis
  - Asthma
  - Health monitoring
- Fire prevention, control and other emergencies
  - Anatomy of fire
  - Types of fire
  - Fire prevention (fire plan)
  - Raising the alarm and escape
  - Regulatory Reform (Fire Order) 2006
  - Fire fighting
  - Other emergencies
- Hazardous substances
  - Five principles
  - Hierarchy of COSHH assessment
- Control of substances hazardous to health (COSHH)
  - COSHH symbols
  - Protecting the work
  - Harmful substances
- Risk assessment and method statements
- Construction (Design Management) Regulations (CDM)
  - Regulations – part 1 to 5
  - Notification
  - Dutyholders
  - Competence
  - Duties relating to health and safety on construction sites
  - Welfare
- Working at Height
  - Exploring Working at heights best practice
  - Working at heights regulations
- Personal Protective equipment (PPE)
  - Definition of PPE, maintenance, compatibility, suitability
  - Information, instruction and training
  - Importance of provision of a demonstrable method of recognising supervisors on site
- Manual Handling
  - Definition of manual handling
  - Manual handling operations regulations
  - Manual handling assessment
  - Information and training
- Accidents and First aid

- Definition of accidents
- First aid
- Data protection

Courses must incorporate a form of testing and training providers must issue a certificate stating whether or not the delegate has passed the examination.

**SECONDLY** – That they have sufficient skills to be an effective supervisor of their workers. They will need to demonstrate having attended training which includes an understanding of behavioural issues, leadership and effective intervention skills. This training must include delivering effective presentations (e.g. tool box talks), role-play, have a form of testing, and successful candidates must be issued with a certificate to demonstrate a suitable standard has been achieved.

### ***Guidance notes***

Employers are free to choose how, and from where, training is sourced and delivered. UKCG does not intend to issue a definitive list of recognised courses. The final arbiter of whether a course is suitable will be the Principal Contractor.

1. Existing courses (often used to satisfy client requirements) may be adapted to meet the above required criteria.
2. Holders of a recognised health and safety course certificate which does not match the above criteria can attend a suitable top-up module to allow full compliance to be achieved.
3. Supervisors from organisations who are running internal courses which meet the required criteria and can provide a pass certificate will be accepted on site.
4. Supervisors from specialist trades should either:
  - possess a pass certificate for a suitable alternative supervisors training course recognised by their trade association OR
  - have a level of training recognised by their trade association as being appropriate for the supervision of personnel OR
  - hold a pass certificate for a course which satisfies the criteria specified above
5. UKCG will require an identified supervisor for all sizes of work gang. The ratio of supervisors to workers on a site will be determined on the basis of risk assessment and shall be determined by the employer in conjunction with the Principal Contractor.
6. UKCG will require all non English speaking workers to be supervised by a supervisor who is able to communicate effectively with them. The ratio of supervisors to workers on a site will be determined on the basis of risk assessment and shall be determined by the employer in conjunction with the Principal Contractor.