

A training course for construction companies (‘contractors’)

**This course is part of the ILO’s
Construction OS&H**

**A systematic programme for improving procedures and
practices for the benefit of all who participate in this major
and socially important industry**

Welcome by the Course Tutor

Introductions

Please spend 10 minutes preparing a 2-3 minute talk to introduce yourself, saying:

Who you are

Your experience as a contractor in construction projects

Why you came on this course

What you expect to learn

Introductory quiz

This quiz asks you some questions of what you know about Occupational Safety and Health as you join this course.

It will be followed by a discussion so that course members may share their knowledge and experience.

Please answer the questions on the form provided, and be prepared to discuss your answers.

Introductory quiz

1. Why should construction contractors and their sub-contractors have a 'zero accident' policy?
2. How can the organisation structure of a construction project be designed to ensure that the project is managed in such a way as to ensure that everyone involved is in a safe and healthy environment?
3. Explain what is meant by a 'Hazard' in the context of occupational safety and health.
4. Explain what is meant by a 'Risk' in the context of occupational safety and health.
5. Describe the main points that you would expect to find in an Occupational Safety and Health Plan for a construction project.

Introductory quiz

6. What are the main elements of an occupational safety and health management system?
7. List the five most important welfare facilities required on a large construction project
8. A worker is part of a crew placing concrete for a large ground floor slab. What items of personal protective equipment should the worker be wearing?
9. Explain what precautions you should take when excavating a long trench three metres deep in fairly firm, dry soil.
10. You are about to climb a long ladder. List at least FIVE things that you would check before setting foot on it.

Introductory quiz

Thank you for completing this quiz.

The Course Tutor will keep your responses.

At the end of the course, you will be given this quiz again, with the same questions, and we can then discuss how your answers have developed by taking part in the course.

Discussion on pre-course activity: OS&H survey

Reminder

AIMS

To help us to:

- Start to discuss OS&H with the course participants
- Obtain their views and other information
- Make sure that the course is relevant to their working lives

TASK

Before you come on the course, have a short discussion with a cross section of people at work. Make a note of their answers to the following questions, and bring your notes along to the course.

Questions & information

- What are the main safety and welfare concerns that you have at work?
- What is your organisation doing to protect your safety, health and welfare?
- Can the management of your organisation do more on safety and welfare matters?
- Can the Trades Unions in your organisation do more on health, safety and welfare matters?

Try to obtain information that you think will be helpful on the course. For example:

- Safety and health policies
- Safety and health plans for construction projects
- Design guides for safety and health for construction works
- Examples of safety and health contract clauses
- Hazard and risk analyses
- Physical safety precautions (eg personal clothing and equipment)
- Welfare provision on project sites
- Site induction
- Trades union policies on OS&H
- Collective Bargaining Agreements relating to OS&H
- Safety Committee Minutes
- Other information on safety and health you think may be useful

Introduction to the course

The Course Tutor will explain the course in some detail.

Please refer to the printed handout provided.

Introduction to the course

In construction at least 108 000 workers are killed on site every year, that figure represents 30 per cent of all fatal injuries.

That is one person dying every five minutes because of bad, and illegal, working conditions.

The construction industry has a deservedly notorious reputation as being dirty, difficult and dangerous.

Introduction to the course

Workers are killed, injured and made sick whilst carrying out routine jobs.

The hazards are well known and so are the prevention measures.

The overwhelming majority of "accidents" are absolutely predictable and preventable.

They are caused by failure to manage risks, or by straightforward negligence on the part of the employer.

ILO's “Decent work” programme

“Work is central to people's well-being. In addition to providing income, work can pave the way for broader social and economic advancement, strengthening individuals, their families and communities. Such progress, however, hinges on work that is decent. Decent work sums up the aspirations of people in their working lives.”

“The primary goal of the ILO today is to promote opportunities for women and men to obtain decent and productive work, in conditions of freedom, equity, security and human dignity.

Overall aim

The overall aim of this programme is to provide a comprehensive review of the duties of construction companies and the construction processes they use, which will provide a safe and healthy working environment for all involved in their construction projects, and to persuade those who participate in the programme to implement what they have learned when they return to their organisations.

At the end of this course, you should be able to:

- Give a persuasive presentation to major sub-contractors employed by construction companies for their projects to persuade them to adopt good occupational safety and health practices and procedures
- Propose a project management organisation for a given project to ensure that all those involved in the project will be in a safe and healthy environment
- Draft an Occupational Safety and Health (OS&H) Policy for a specific organisation
- Draft an outline for a comprehensive OS&H management system for a specific organisation

At the end of this course, you should be able to:

- Identify the main hazards and risks for a specific project
- List the main items for an OS&H Policy for a specific construction project
- List the main items for an OS&H Plan for a specific project
- Write an outline specification for an OS&H management system for a specific project

At the end of this course, you should be able to:

- Make a general plan for the layout and welfare facilities for a specific project
- Identify the personal protective equipment that would be needed for a specific workplace and construction process
- Identify the main hazards that may arise from the use of a specific commonly used item of plant or equipment and explain how to minimise the risks that may arise
- Identify the main hazards that may arise from the use of a specific commonly construction process and explain how to minimise the risks

The course

This is a comprehensive, modular programme.

It will be series of half-day four-hour sessions, scheduled once a week. Generally, each weekly session will cover one module.

During these sessions you will receive lectures, participate in discussions and exercises and, at the end, you will apply your knowledge to a real construction project.

You will be given a Handbook at the end of the programme, which summarises the programme content, to help you to apply the knowledge in this programme in your own organisation.

Course modules (1)

Week No	Module No	MODULE SETS & TITLES	Duration (Hours)
1	0	Introduction	2
	Fundamental modules: fundamental issues and principles of project occupational safety and health required by today's construction industry		
1	A	Fundamental principles	2
2	B	General duties	4
3	C	Safe and healthy working environment	4
4	D	Workers' perspectives	4

Course modules (2)

Week No	Module No	MODULE SETS & TITLES	Duration (Hours)
		Project management modules: OS&H managerial processes and procedures, and how these should be applied to the practical running of a safe and healthy project	
5	E	Principles of safe project management	4
6	F	Planning and control for OS&H	4
7	G	Processes and systems	4
8	H	Welfare and project site	4

Course modules (3)

Week No	Module No	MODULE SETS & TITLES	Duration (Hours)
		Technical modules: technical descriptions of the way in which the physical construction processes must be conducted in a safe and healthy manner	
9	I	Personal protective clothing and equipment	4
10	J	General plant and equipment	4
11	K	Vertical movement	4
12	L	Horizontal movement	4
13	M	Working at or below ground level	4
14	N	Working at height	4

Course modules (4)

Week No	Module No	MODULE SETS & TITLES	Duration (Hours)
		Integration and concluding modules: A major assignment, in which the knowledge gained through modules 1-14 is applied to a realistic construction project	
15	O	Project: Introduction and start work	4
16	O	Project: complete, present & discuss	4
		Course evaluation, final discussion and a concluding case study	
17	P	Concluding	2
		Total formal course time	66

Programme

In this session, the Course Tutor will explain the programme for the course in some detail.

Please refer to the printed timetable provided.

