

## STANDARD FOR CONTRACTOR SUPERVISION

*The agreed standards expected to be met or exceeded by all those with supervisory responsibilities whilst engaged on HBF charter signatory organisation home build activities.*



# STANDARD FOR CONTRACTOR SUPERVISION

## KEY OUTPUTS

- Support the HBF commitment to attain a fully qualified workforce.
- Enhance the level of health & safety knowledge and understanding for those engaged in a supervisory capacity.
- Ensure the supervisor has the appropriate authority to undertake the role.
- Define the ratio of trade contractor managers and supervisors to operatives.
- Clarify the importance of the supervisor in the context of appropriately setting people to work.
- Formally acknowledge/appoint the supervisor and easily identify them, through the wearing of a black coloured hard hat.

## PURPOSE AND CONTEXT

As part of the continuous improvement strategy in the home building sector, the members of the Home Builders Health & Safety Committee (HBH&SC) have developed this “Standard for Contractor Supervision”. This document outlines the agreed standards expected to be met or exceeded by all those with supervisory responsibilities whilst engaged/employed on charter signatory HBF organisation home building activities

The main objective of this Standard is to enhance the levels of health and safety knowledge and understanding within the home building sector and in doing so, ensuring that the workforce is effectively and appropriately set to work and supervised by a supervisor who has the appropriate **S**kills, **K**nowledge, **A**ttitude, **T**raining and **E**xperience necessary to meet this criteria.

Embrace and adoption of this Standard offers the opportunity to invest in improving health and safety standards and in so doing, assist HBF members' site staff in the overall management and supervision of the workforce on site.

HBH&SC members are committed to developing consistent standards across the sector and provide our supply chain with guidance for standards expected on our developments. HBH&SC members consider that a key element of our improvement strategy is to engage



with our supply chains and to enhance the competency of those persons supervising work activities.

The industry has an on-going commitment to attaining a fully qualified workforce, which in some cases is demonstrated by workers being accredited to the Construction Skills Certification Scheme (CSCS) or affiliated/amalgamated schemes such as CPCS, CISRS etc.

This will constitute the minimum acceptable level of competency for all workers, but in terms of those supervising work activities, it is considered that a further level of **SKATE** is required, with SSSTS and/or SMSTS accreditation, appropriate both to the task and trade being supervised and the number of the workforce being supervised.

## SCOPE

For this purpose, supervisors are defined as those persons responsible for setting people to work and directly supervising the on-going work activities. They are the front line supervisors (ie Supervisor, Ganger, Foreman, Charge-hand etc) with direct responsibility for putting people to work, who will typically brief their workers on how to carry out their work and ensure that they are carrying out their work safely.

## APPROACH

To ensure that an appropriate supervisor is appointed, there are typically three specific stages to be followed:-

### Stage 1 - Pre-selection/pre-tender stage:-

Contractors must be requested to provide details of the nominated supervisor prior to work being appointed/commencing, and for some trades it is recognised that the supervisor may operate on a visiting basis. In this case, the supervisor will still need to meet the training requirements detailed in this guidance. Any nominated supervisor must have the appropriate level of authority to be the supervisor, confirmation and evidence of this must be provided/obtained along with evidence of the supervisors skills, knowledge, attitude, training and experience (**SKATE**) and typically this will take the form of a role specific CV.

As HBH&SC charter signatory organisation we must agree to the appointment of the supervisor having satisfied ourselves that the appropriate criteria has been met. This must be done prior to work commencing.

HBH&SC charter signatory members have evaluated the typical work activities carried out on home building developments and have identified the following particular trades/work



activities where due to the controls required, on site supervision that have completed the required health and safety training will be required: -

Ratio Of HBH&SC Trade Contractor Managers and Supervisors To Operatives						
Trade Type	Specified Trades	Up to 4	5 to 15	16 to 30	31 to 60	Each 30 thereafter
<b>1</b>	Ceramic Tiling	1 x Visiting SSSTS	1 x SSSTS	2 x SSSTS	2 x SSSTS and 1 x SMSTS	2 x SSSTS
	Cleaning					
	Fencing					
	Fire Protection					
	Insulation					
	Kitchen and Bathrooms					
	Mastic					
	Painting and Decoration					
	Soft Flooring					
	Soft Landscaping					
	Other similar low risk trades					
<b>2</b>	Balconies	1 x SSSTS	1 x SSSTS and 1 visiting SMSTS	1 x SSSTS and 1 x SMSTS	2 x SSSTS and 2 x SMSTS	1 x SSSTS and 1 x SMSTS
	Brickwork					
	Dry Lining					
	Electrical					
	Enabling					
	Façade Finishes (cladding, etc.)					
	Carpentry					
	Hard Flooring					
	Hard Landscaping					
	Hoarding					
	Lift Installation					
	Logistics					
	Mechanical					
	PCC Beams					
	Plastering					
	Plumbing					
	Roof Finishes (tile, asphalt, membranes, etc.)					
	Windows					
	Other similar medium risk trades					
<b>3</b>	Civil Engineering	1 x SSSTS and 1 visiting SMSTS	1 x SMSTS	2 x SSSTS and 1 x SMSTS	3 x SSSTS and 2 x SMSTS	2 x SSSTS and 1 x SMSTS
	Ground Remediation					
	Groundwork					
	PCC Floors					
	Piling					
	Roof Carpentry					
	Steel Erection					
	Timber Frame erection					
	Asbestos Services					
	Other similar high risk trades					
<b>4</b>	Principal Contractor	1 x SMSTS	1 x SMSTS	2 x SSSTS and 1 x SMSTS	3 x SSSTS and 2 x SMSTS	2 x SSSTS and 1 x SMSTS
	RC Frame					
	Scaffolding					
	Demolition					



The above schedule is indicative of typical home building activities, however this does not mean that other trades/work activities will not require supervision, and this will be considered as part of the overall risk evaluation process on each home build development.

The ratio of supervisors to workers and/or working/non-working supervisors on a site will be determined on the basis of risk assessment of the work in progress and in conjunction with local site management.

HBH&SC members will develop their own management systems and will engage with their supply chain so that this supervisory standard can be met. It may be the case that some will have systems which may go beyond this standard.

## Stage 2 - Supervisor Appointment

Having met the requisite supervisory standard criteria and satisfied ourselves that the nominated supervisor meets these expectations, as HBH&SC member we must now effectively welcome the supervisor, to the relevant home building development.

The supervisor requires being formally acknowledged/appointed, as it is imperative that the supervisor becomes an integral part of the site team and in so doing, will help us to deliver our projects safely. Appointment can be done at the end of a specific supervisor induction or separately via another means as determined by individual HBH&SC member and/or site management. Additionally, appointed supervisors will be easily identifiable through the wearing of a black coloured hard hat.

## Stage 3 - Supervisor Engagement

HBH&SC aim is to deliver health and safety best practice in excess of both industry and legal requirements consistently on our entire home build. The Supervisor plays an integral part of the success of this. The supervisor is someone who is able to control, organise, direct and set people to work in the most safe and efficient manner.

A supervisor is expected to “lead by example” in everything that they do, they are an important and valued member of the site team and will be treated as such.

As part of the appointment process there must be an open discussion and shared agreement on the expectations of the role – both in terms of us as HBH&SC member and of the supervisor.

Suggested key points to be discussed include: -

Expectation that supervisor will: -



- Organise, manage and plan their work in line with programme requirements.
- Be approachable and responsive with the ability to communicate clearly and effectively.
- Have the confidence to stop any unsafe work they witness by their people and all others.
- Be motivated and be able to motivate others to work safely.
- Share their knowledge, experience and positive attitude towards achieving safe standards.
- Understand risk management, especially in relation to the tasks being undertaken.
- Hold a Supervisor CSCS card and the CITB 5-Day SMSTS/2-Day SSSTS qualifications or industry recognised acceptable equivalent, as per above schedule.
- Brief their employees on safe systems of work such that those undertaking understand and adhere to the specified control measures.
- Recognise that health and safety is everybody's responsibility and that they, and all line managers, lead by example.
- Fulfil their legal responsibilities as a supervisor.
- Contribute proactively at HSE co-ordination and progress meetings.
- Etc.....

Additionally, as HBH&SC member organisation we would expect that appointed supervisor understands their legal duties on behalf of themselves, those for whom they supervise and anyone else likely to be affected by their acts or omissions - in the areas for which they have been made responsible.

The supervisor **MUST** ensure that: -

- All work is effectively planned.
- The workforce is set to work in safe areas.
- Suitable and sufficient RAMS are in place for the activity.
- All involved are appropriately trained and competent.
- All plant/equipment is certified and safe.



- All workforce are instructed on safe systems and controls.
- Breaches of rules and legal requirements will be immediately addressed.
- Unsafe acts and conditions will be reacted to.

In return, the supervisor can expect the following from the HBFH&SF member organisation: -

- HBH&SC member organisation **will** ensure integrity at all times and will not walk past what is wrong or unsafe.
- HBH&SC member organisation **will** work together with supervisor promoting teamwork as together, we are effective.
- HBH&SC member organisation **will** strive towards excellence and will not compromise on safety or quality.
- HBH&SC member organisation **will** treat all with respect

As an HBH&SC member organisation we are committed to a planned and structured approach to ensuring our sites are well run always. To enable our appointed supervisor to share in this success we need their co-operation, commitment and support in working with us to achieve these values.

HBH&SC member organisation the supervisor needs to have the confidence that they can rely on us to: -

- Support them in any safety initiatives and promotions.
- Encourage them to express their views on health and safety issues.
- Respect them as a competent person.
- Listen to them on all suggestions – promoting the thinking that there is no such thing as a bad idea.
- Provide them with the support they need from the home build team to help them deliver against these objectives.
- Regard them as a highly valued member of the site team.
- Support them on any safety related issue.



## SUPPORTING LITERATURE/MATERIALS

As a chartered signatory of the HBH&SC it is expected that any appointed supervisor is provided with adequate resource/means to be able to undertake their role to the best of their ability.

In terms of aligning with the “Standards for Contractors” once appointed, a supervisor working with us will be given a separate Supervisor Induction. On completion of the Induction, the Supervisor will also be given a booklet/give away reminding him or her on the shared expectations and commitments than have been agreed to.

Confirmation of receipt of this material by the supervisor could be utilised to formally appoint or by other means as detailed elsewhere in this document.

Currently available HBF templates: -

- HBF Supervisors Induction
- HBF Supervisors Induction Booklet.

## SKATE + THE HEALTH AND SAFETY TRAINING STANDARD

All supervisors must have sufficient SKATE skills, knowledge attitude, training and experience. In terms of formal training in health and safety gained at a construction specific course of at least two days duration. Approved training courses are as follows:

- Construction Skills Site Safety Supervisors Training Scheme (SSSTS)
- Construction Skills Site Management Safety Training Scheme (SMSTS)
- Institution of Occupational Safety & Health (IOSH) 'Managing Safely in Construction'
- Construction Industry Scaffolders Record Scheme (CISRS) 'Scaffolding Supervisor'
- Certificate of Competence for Demolition Operatives (CCDO) 'Demolition Supervisor'
- Federation of Piling Specialists (FPS) Supervisors 2 day Health, Safety and Environmental Awareness Course
- CPCS A62 Crane Supervisor
- Construction Health and Safety Group (CHSG) 'Health & Safety Site Management Cert' (Modules 1-3)
- NEBOSH National Certificate in Construction Health & Safety





Therefore, all formal training provided to supervisors must be approved/accredited by one of the above schemes.

## REVIEW

This will be reviewed at least every three years by the HBH&SC, and this may result in amendments to the approved training schemes and/or trades/work activities where suitably trained on-site supervision is required.

**Home Builders Federation, Health and Safety Committee 25<sup>th</sup> October 2019**

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