

# **A training course for design & project management teams**

**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 designer or project manager of 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 the design & project management teams of a construction programme get involved with OS&H?
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. What part can the designers of the permanent works influence the occupational safety and health of the project during its construction?
4. Explain what is meant by a 'Hazard' in the context of OS&H.
5. Explain what is meant by a 'Risk' in the context of OS&H.

# Introductory quiz

6. Describe the main points that you would expect to find in an OS&H for a construction project.
7. What are the main elements of an OS&H system?
8. A project goes through several phases between the first idea and the completed works. Suggest what these phases may be.
9. Propose some contract clauses that will require the contractor to provide a safe and healthy environment for everyone on the project
10. List the five most important welfare facilities required on a large construction project

# 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 they have at work?
- What is your organisation doing to protect their health, safety and welfare?
- Can the management of your organisation do more on health, 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 safety fencing, personal clothing & equipment)
- Welfare provision on project sites
- Site induction
- Trades union policies on OS&H
- Collective Bargaining Agreements relating to Occupational Health & Safety
- Safety Committee Minutes
- Other information on health and safety 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 course is to provide a comprehensive review of the duties and actions of designers and clients' project management teams which will provide a safe and healthy working environment for all involved in their construction projects, and to persuade those who participate in the course to implement what they have learned when they return to their organisations.

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

- Make a persuasive argument for the active involvement of the designers and project management teams of construction projects in ensuring that all those involved in the project will be in a safe and healthy environment.
- 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.
- Identify the main hazards and risks for a specific project.



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

- 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.
- Make an assessment of the ways in which the designs of a specific project may be improved to enhance the OS&H of the construction work of the project.
- Propose the main issues to be covered by OS&H contract clauses for a specific project.
- Write an outline specification for an OS&H management system for a specific project.
- Make a general plan for the layout and welfare facilities for a specific project, reflecting the OS&H aspects of the designs and management of the project.

# The course

The course will be of five days duration. During this time 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 course, which summarises the course content, to help you to apply the knowledge in this course in your own organisation.

This course has a modular structure, in which the modules may be seen as the ‘building blocks’ of the information provided.

# Course modules

Module	Comments
Introduction	
A: Fundamental principles	Fundamental issues & principles of project OS&H required by today's construction industry
B: General duties	
C: Principles of safe project management	
D: Workers' perspectives	
E: Processes & systems	OS&H managerial processes & procedures, applied to a safe & healthy project
F: Planning & control for safe OS&H	
G: Safe & healthy working environment	
H: Welfare & project site	
I: Vertical movement	Technical knowledge that designers & project managers require to design & manage safely
J: Horizontal movement	
K: Working at or below ground level	
L: Working at height	
M: Project	Realistic assignment
Conclusion	

# Programme

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

Please refer to the printed timetable provided.

