Competency, Training and Appointments Standard

(SHEMS-STD-GR-009)

Unitas
Stoke-on-Trent Ltd.

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1 Introduction

The purpose of this standard is to set out the requirements for competence, training and appointments across all Unitas operations.

This standard requires that:

- All individuals engaged by Unitas or under Unitas control demonstrate SHE competence in their profession or trade.
- Specified minimum levels of recognised competence are adhered to.
- In activities where specific appointments must be made, only those who are trained and competent may be appointed.
- Training, where appropriate, is delivered under an accredited scheme.
- Supervisors are trained and competent to supervise the works and ensure that individuals have the necessary training to carry out their duties.
- Unitas Business will maintain records of all training.

2 Scope

The scope of the SHEMS covers all Unitas operations.

Exceptions will be documented through a SHEMS Appendix B process (SHEMS-FOR-GR-999), authorised by Unitas SHE Director Responsible for coordinating SHE.

Unitas SHEMS Manual (SHEMS-STD-GR-003) provides guidance and signposting for the compliance, implementation, monitoring, audit and review of our systems, demonstrating continual improvement to our Business Plan.

2.1 References

Build UK Training Standard

- The standard of SHE training applicable to those who direct, manage, supervise or undertake construction activities on Build UK member sites.

CPCS

- Construction Plant Competence Scheme - the largest and most highly recognised card scheme for the plant industry which helps to prove the skills and safety and health awareness of plant operators.

CSCS

- Construction Skills Certification Scheme - the industry's largest card scheme which covers occupations including trades, technical, supervisory and management.

NPORS

- National Plant Operators Registration Scheme.

Note: Schemes that are affiliated to the above may also be used in compliance with this standard. Reference to be made to the Unitas SHE Department to clarify as appropriate

3 Unitas Requirements

3.1 SHE Training

SHE training, where appropriate, is delivered under accreditation schemes or is delivered by an accredited training provider. All external training providers are selected based upon their relevant accreditation. Courses may be designed to meet Unitas specific requirements in line with HSE or Environmental legislation.

As part of the selection process, the training partner and individual trainers shall provide evidence of trainer competence and appropriate organisational arrangements.

SHE Training is split into three key areas:

Defined SHE training: that required for an individual to carry out a role (defined within the Unitas Core SHE Training and Skills Matrix SHEMS-FOR-GR-100)

Core SHE training: Defined SHE training as determined by the Unitas training plan

Technical Training: that required to carry out a task or duty

Construction based project/site managers must be trained and competent to manage the works and shall hold a managers qualification i.e. CITB (Construction Skills) Site Managers Safety Training Scheme (SMSTS) course.

Non site based Managers in other business areas (as identified on Training and Skills Matrix (**SHEMS-FOR-GR-100)** are required to have completed a SMSTS or IOSH “Managing Safely” course, or an appropriate sector equivalent course.

Supervisors of construction activities must be trained and competent to supervise the works and shall hold a supervisors qualification e.g. CITB (Construction Skills) Site Supervisors Safety Training Scheme (SSSTS) or alternative Build UK recognised equivalent.

Health and Safety Awareness Training is required for those carrying out work on sites including Operatives, Craft Trades, Supervisors, Team Leaders, Gangers, Leading Hands, Site Engineers, Aftercare staff, Plant Operators, HGV and LGV drivers. This should be relevant to the tasks being undertaken. Details are given in Appendix A.

3.1.2 Identification of Training Requirements

The Unitas Training and Skills Matrix sets the standard of training required for the range of positions and appointments across Unitas. It identifies training standards to be met, preferred suppliers and where training is either required (R) or may otherwise be provided as appropriate (A). This provides the framework, and sets the minimum standards for skills and training throughout Unitas.

The Director for Coordinating SHE, in conjunction with the SHE Manager is accountable for creating a training matrix or skillset at business stream and workplace level based on the Unitas matrix. This identifies the necessary safety, health or environmental training for Unitas staff and their subcontractors to fulfil their duties. This includes agency and temporary staff.

Managers ensure that individuals under their control have the necessary training to carry out their duties. Individual training requirements are assessed by the responsible manager prior to recruitment, transfer, appointment, engagement etc. and are reviewed annually during the personal performance review process or more frequently to suit business needs. Individual development needs, including continuing professional development (CPD) are included in this process.

Specific training requirements are also assessed at pre-contract meetings, contract reviews and at other reviews as appropriate.

The Director for Coordinating SHE is accountable for recommending and arranging, with the business unit SHE and training departments, SHE awareness, updates and refresher courses for all employees.

3.1.3 Provision of Core Safety, Health and Environment Training

Core SHE training for Unitas personnel, identified by the above, is arranged by the Unitas L&D Coordinator on the requirements notified by the business units' training representatives. The L&D Coordinator populates- the courses; send out pre-course information and issues training certificates .

The Unitas Training Co-ordinator ensures that course information on the Training data base is up to date. The SLT are responsible for ensuring that the delegates training are correctly attended and logged.

Training materials are reviewed and updated on a regular basis, to incorporate changes in legislation, Unitas SHEMS etc. Suitability of the materials to the intended audience and the level of risk associated with an activity is verified during these reviews.

Unitas will maintain records of SHE training including dates, results of competence assessments and renewal dates.

The following flow chart determines the monthly process for identifying training needs, booking relevant training courses and associated activities; e.g. sending out certificates etc.

3.2 Competence

All individuals engaged by Unitas (including our supply chain employees working on Unitas projects or premises) must be able to demonstrate SHE competence in their profession or trade.

A competent individual will:

- Have sufficient knowledge of the specific task to be undertaken and the risks associated with the task
- Have sufficient skills, experience and ability to carry out their duties
- Have sufficient training
- Have appropriate qualifications
- Be able to recognise their limitations and take appropriate action to prevent harm to those at work or those who may be affected by the work
- Take appropriate action to prevent damage to the environment in which they are working

For UK construction activities, individual SHE competence can be demonstrated by:

- Production of a card issued by an accredited certification scheme e.g. CSCS/NPORS
- Membership of a professional body
- Membership of the Safety & Health Register administered by the Institution of Civil Engineers

The Unitas SHE Manager can advise on acceptable evidence of SHE competence for trades, professions or activities falling outside recognised schemes

A certificate of training is not acceptable on its own as evidence of SHE competence. Individuals will be mentored until they demonstrate their SHE competence.

Supervisors must be trained and competent to supervise the works and should hold a supervisors CSCS card or hold or be working towards a supervisors qualification e.g. NVQ, relevant CSCS category, trade or professional membership. Supervisors on Unitas construction sites are required to hold the Construction Skills Site Supervisors Safety Training Scheme (SSSTS) qualification or BuildUK recognised equivalent. Other supervisors are required to have completed a SSSTS or IOSH "Supervising Safely" course, or an appropriate sector equivalent course.

Where SHE competence is not demonstrated, additional resources are provided. If a training shortfall has been identified, the necessary training is delivered, or the activity undertaken by others who do meet the

competence requirements.

The selection of contractors, subcontractors and designers (including consultants) includes a SHE competence appraisal.

Levels of SHE competence must be compatible with the activity to be carried out. Some activities or statutes may require recognised levels of competence; these include, but are not limited to:

- Asbestos removal
- Confined Spaces work
- Demolition
- Ecological surveys
- Electrical works
- First Aid
- Gas installation & maintenance
- Handling/surveying of specific protected species
- Mobile Elevated Work Platform use
- New Roads and Street Works (NRSW)
- Plant Operation
- Road and Street Works
- Scaffolding (including mobile towers)
- Site Management
- Lifting operations
- Supervision
- Temporary Works
- Underground service avoidance
- Waste management

In exceptional circumstances where SHE competence cannot be demonstrated, the Unitas SHE Director defines and records the measures to be used to determine SHE competence, in consultation with the SHE Manager.

Subcontractors must provide evidence of competence and training for all, designers, managers, supervisors, and operatives under their control, including those carrying out work on their behalf, in accordance with relevant approved registration schemes. Any other scheme must be approved in writing by the Unitas SHE Director. Where project specific training and competencies are identified, the subcontractor provides appropriate proof of training and competence.

NOTE: CSCS Construction Related Occupations (CRO cards) are being phased out, no further cards having been issued since March 2017 and all CRO cards issued since October 2015 will expire on 30th September 2017*.

For the avoidance of doubt, CRO cards issued before October 2015 will remain valid until their expiry date. All related occupation cards issued by the following Partner Card Schemes, SKILLcard (Construction Related Occupation), ECS (Related Disciplines), JIB-UK PHMES (Plumbing Related Occupation), will also remain valid until their expiry date.

All CRO cards will be accepted up until their expiry date

- For a 6 month period after 30th September 2017, for CRO cards that have expired, Unitas will

accept evidence of attendance at a CITB One Day Safety Awareness course and other competence training relevant to the card-holder's role

- From 1st April 2018 Partner cards will need to be held and presented at induction, where partner cards exist for their respective role
- If Partner schemes do not exist, Unitas will accept attendance at a CITB One Day Safety Awareness course and other competence training relevant to role

3.3 Appointments

When appointments are made, the person making the appointment shall satisfy themselves that the person being appointed to the role or for the task has the appropriate level of competence (see section 3.2), and where defined training is required, that it has been satisfactorily completed.

Some appointments must be made in writing, for example first aiders, electrical duty holders, temporary works co-ordinators etc. These are identified within the relevant SHEMS Standards,

Some industries and licence facilities require additional project specific appointments; these shall be documented within the Construction Phase SHE plan SHEMS-FOR-GR-125 etc. or Project SHE Register SHEMS-REG-GR-090.

3.4 Induction

Induction is not a substitute for SHE training.

Unitas requires that induction is provided for everyone before starting work. The content of inductions is site/ premises specific and for construction sites, developed from the Unitas SHE Site Induction/ Inductee form **SHEMS-FOR-GR-032**.

All supervisors of construction activities receive a Supervisors' Supplementary Induction **SHEMS-FOR-GR-033**. The term supervisor is defined as the most qualified and experienced person on site from a subcontractor. Regardless of the numbers employed it is essential that Unitas has a single, identifiable point of contact for each subcontractor for all operational matters, including Safety, Health & Environment issues. A framework for the supplementary induction is provided at the end of the SHE Site Induction/ Inductee form **SHEMS-FOR-GR-032**.This details specific responsibilities for supervisors.

On completion of the supervisor induction, construction site based subcontractor and Unitas working trade supervisors shall wear black safety helmets. A record of this supplementary induction is kept using **SHEMS-FOR-GR-033** Supervisors Supplementary Induction Record.

A supervisor is to be present at all inductions for supply chain packages identified by the contracts manager.

A Site SHE Induction Process flowchart is provided at Appendix 1 of the Consultation and Participation Standard **SHEMS-STD-GR-018**

3.5 Tool Box Talks (TBTs)

Tool Box Talks can be proactive or reactive and can relate to any topical SHE subject. They are delivered by managers or supervisors (including subcontractors), as appropriate. In addition, to keep the safety message "fresh", individuals from within work teams (particularly those with knowledge/experience of the TBT subject) should be coached and encouraged to deliver talks to the work force.

Include use of environment/ commercial toolbox talks to raise the profile of these valuable tools.

TBTs normally deal with topics relevant to the work in hand and may also be given to highlight a hazard, emphasise control measures or reinforce safe systems of work. They are also used to provide updates of good practice or as part of a campaign.

Records of TBTs are maintained in the SHE Project Register.

3.6 Task Briefings

Task briefings are delivered where operations require a specific defined safe system of work and are undertaken in accordance with of the Consultation and Participation Standard **SHEMS-STD-GR-018**.

Appendix A

Health and Safety Awareness Training

Health and Safety Awareness Training is required for those carrying out work on sites including Operatives, Craft Trades, Supervisors, Team Leaders, Gangers, Leading Hands, Site Engineers, Aftercare staff, Plant Operators, HGV and LGV drivers. This should be relevant to the tasks being undertaken. Non-construction awareness training is not acceptable for those carrying out construction work as follows:

This will apply to all work streams within Unitas,

Construction Activities

- CITB Site Safety Plus - Health & Safety Awareness Course CSCS Labourers Green Card (If issued since Jan 201)
- BALI's ROLO (Register of Land-Based Operatives) Health & Safety and Environmental Course
- CCDO 1 Day Asbestos Awareness and Demolition Safety Awareness Course
- CCNSG Health and Safety Passport
- CISRS 2 Day Systems Scaffold Product Training Scheme Course (SSPTS)
  CISRS 1 Day "New Entrant" Training Course (COTS)
- CISRS Cards: Scaffold Labourer, Trainee Scaffolder, Scaffolder, Advanced Scaffolder Drilling & Sawing Association, Health & Safety for Drilling and Sawing
- CEFNI CSR (Construction Safety Register) cards

Non Construction Activities

IOSH "Working Safely"
EUSR "SHES" (Waste & Resource Management) Card (for Waste activities)

Evidence

Relevant Certificate

- (Which may be in the form of a Card, for example; SafePass, CCNSG)

or

- Cards for the schemes described above, for example Scaffolders (CISRS), CCNSG cardholders etc.

or

- Confirmatory statement in writing from the Supplier that the named individual has received compliant Safety Awareness Training