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# Scheme Rules - Appendix C

## Site Supervision Safety Training Scheme (SSSTS)





## **Site Safety Plus**

### **Site Supervision Safety Training Scheme (SSSTS)**

#### **Course appendix C**

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## 1. Introduction

This two-day course is intended for those who have, or are about to acquire, supervisory responsibilities. It provides supervisors with an understanding of health, safety, welfare and environmental issues, as well as their legal responsibilities relevant to their work activities. It will highlight the requirement to promote health and safety to supervise effectively.

The SSSTS course is endorsed by Build UK as the standard training for all construction supervisors.

## 2. Aims and objectives

### 2.1. Aims

**To ensure that all those given supervisory responsibilities understand:**

- why they are carrying out their identified duties
- what is expected of them
- how they contribute to the safety of the workplace.

### 2.2. Objectives

**At the end of the course delegates will be able to:**

- understand the problems of the industry
- explain how health and safety law is structured, and how it applies to supervisors
- identify how their supervisory role fits in with the management structure in controlling the site safely
- carry out risk assessments and understand the need for method statements
- carry out effective site inductions, toolbox talks and method statement briefings
- monitor site activities effectively
- understand the importance of timely intervention when bad practice is identified.

## 3. Entry requirements

Delegates should hold or be about to hold the role of a supervisor. Delegates must be competent in English at site supervisor level.

## 4. Assessment

Assessment will be by an exam paper and the completion of a case study exercise and trainer review. The examination demonstrates to external bodies that the certificate is only awarded to successful delegates following both an assessment and examination. Delegates are expected to be interactive during the course and there is also a mandatory toolbox talk to be completed.

Trainers may wish to start the course with a *What do you know* question paper to establish delegate knowledge levels.

#### **4.1. Exam paper**

The paper consists of 25 questions; 22 multiple choice questions and 3 short written questions and answers. There will be 4 safety critical questions on each paper that must be answered correctly. This exam paper will be taken at the end of the course.

#### **4.2 Case study exercise**

A case study is carried out to assess the performance, understanding and interaction of each participant within a group exercise. This exercise is detailed in section 10. This will be marked as part of the trainer review.

#### **5. Delegate numbers**

The minimum number of delegates per course is 4. The maximum number of delegates per course is 20. These minimum and maximum delegate numbers are not subject to an appeal.

#### **6. Course duration and attendance**

This is a two-day course. Delegates are required to complete the full course (15 hours) to be eligible for certification.

Delegates must attend the days in order and, where not on consecutive days, must complete the course within two weeks. Delegates unable to attend both days due to extenuating circumstances (e.g. certificated sickness) will need to enrol onto a new course in order to maintain continuity of learning outcomes and attend both days again.

Delegates who do not complete the two full days and pass the end of course examination will not be issued with a certificate.

#### **7. Progression**

The natural progression from this course would be the Site Management Safety Training Scheme (SMSTS).

#### **8. Course publications and materials**

Site supervision simplified	GE 706	Mandatory.
Toolbox talks	GT 700	Mandatory. (For in-house courses, own company materials may be used).
Shattered lives	DVD 070	Mandatory – tutor copy to be shown on day two.

## 9. Notes to training providers

At the start of each course, training providers must provide each delegate with their own copy of these two mandatory publications which will be retained by the delegate upon completion of the course.

Where in-house toolbox talks are used, the content must be submitted to CITB for approval prior to course delivery.

Homework between day one and day two is recommended for revision for the final examination. The toolbox talk, case study and presentation exercise are intended to provide delegates with the opportunity of demonstrating their communication skills in front of an audience.

Where there are presentations to be made by delegates, the trainer's lesson plan should be adjusted to allow sufficient time, including time for feedback.

The examination paper number will be notified when the course booking is accepted by CITB.

## 10. Exercise

### 10.1. Aim

To enable delegates to understand the responsibilities of supervisors in relation to controlling site safety and managing risks on site.

### 10.2 Learning objectives

Having completed this exercise, delegates should be better able to understand how to carry out risk assessments and method statements, identify potential health and safety risks on and around site and deal with an unexpected problem.

### 10.3 Exercise method

#### *Briefing*

Small groups should be formed and asked to read through the case study scenario.

After 10 minutes of group discussion time, the trainer should interrupt the course and introduce an unexpected problem for delegates to also overcome as part of the exercise.

The unexpected problem could be receiving a complaint from a neighbour regarding one of the following:

- Noise
- Dust
- Mud on the road
- Parking
- Delivery times

This is not an exhaustive list. The purpose of trainers introducing an unexpected problem is to see how the delegates would deal with this and adapt their original task to do so.

#### **Task**

1. Working in groups, delegates should complete a risk assessment on the tasks being carried out. A template risk assessment sheet can be used.
2. A method statement should also be created of the works, focused on a specific task with timeframes for the client.
3. Lastly, groups should create a list of the main considerations that must be taken into account for this project, including focusing on safety aspects.
4. They should be able to highlight how the unexpected problem has affected their approach to the 3 tasks above.

5. On completion of the task, the group should present a detailed brief back to the rest of the course.

#### **10.4 Information to be provided**

- An exercise brief for each candidate.
- Support materials, such as the case study site plan drawing.
- Other support materials could be provided, such as risk assessment or COSHH assessment templates

#### **10.5 Assessment**

This is an exercise in understanding the importance of and how to compile risk assessments and method statements.

It may be used for an assessment of both individuals and groups, using at least the following criteria:

- Accuracy, suitability and adequacy of the content from a health and safety viewpoint, bearing in mind the site scenario
- Effective reaction to the introduction of an unexpected problem
- Clarity, precision and accuracy of the brief presentation and its suitability to the task requirements

#### **10.6 Recommended weighting**

As part of the trainer review, in which delegates need to score at least 70% to pass the course, trainers should consider individual and group participation and contribution as part of this exercise:

- Information                      40% of the marks to be awarded
- Comprehension                30% of the marks to be awarded
- Application                      30% of the marks to be awarded

## 11. Toolbox Talk

### 11.1. Aim

To enable delegates to practice presentation skills and deliver an effective toolbox talk.

Topics can be selected from the GT 700 supporting publication (please see the *Scheme of works* for suggested areas that the Toolbox Talks could support course delivery).

#### Preparation:

- Delegates should think about what preparation is required before the talk
- They should focus on the key messages, which are relevant to their site
- They should consider effective training aids they might use to enhance the talk

#### Reason for giving the talk:

- Ask delegates to consider the target audience and how they would keep their attention and ensure a strong message is delivered
- They should deliver the talk in stages
- Delegates are expected to decide the key points to focus on

#### Delivery:

- Consider attitude and enthusiasm
- Subject knowledge and clear message
- Have the relevant details been chosen and shared with the group?
- Confidence and involvement with the audience (ask questions)
- Has an important and serious health and safety message been delivered?

The purpose of this toolbox talk exercise is to build delegate confidence and focus their attention on clear health and safety messaging. This does not need to be formally assessed, although the trainer may consider this exercise as part of the overall trainer review.

## 12. Learning outcomes

Delegates taking the SSSTS course should be able to achieve all of the learning outcomes listed below by the end of the course:

### Module 1

#### 1. Health and safety law

Describe the purpose of health and safety legislation and the different legislative requirements that must be followed to ensure this is achieved.

#### 2. Construction (Design and Management) Regulations 2015 (CDM)

Explain how the CDM Regulations are used to support health and safety on site.

#### 3. Health and safety management systems

Describe how to develop, maintain and monitor a health and safety management system.

#### 4. Risk assessments and method statements

Write and use risk assessments and method statements to ensure a safe working environment.

## **5. Statutory inspections and checks**

Outline how to complete statutory inspections and checks for a construction site.

## **6. Reporting accidents, injuries and ill health**

Describe how to report accidents, injuries and ill health that may occur in the construction industry.

## **7. Leadership and worker engagement**

Explain how good leadership and worker engagement can aid with protecting the workforce.

### Module 2

#### **1. Health and welfare of the workforce**

Explain how to protect the health and welfare of the workforce in the construction industry.

#### **2. First aid and emergency procedures**

Explain how to manage first aid and emergency procedures for a construction site.

#### **3. Hazardous substances**

Explain how to identify and handle hazardous substances associated with working on a construction site.

#### **4. Asbestos**

Outline the risks to health posed by asbestos, and the basic legal requirements to manage those risks.

#### **5. Dust and fumes**

Outline how to control exposure to dust and fumes (respiratory hazards) for workers on a construction site.

#### **6. Noise and vibration**

Explain how to control exposure to noise and vibration for construction workers.

#### **7. Manual handling**

Outline how to properly undertake manual handling activities when lifting loads.

### Module 3

#### **1. Site set up and security**

Identify factors to be considered when setting up a construction site.

#### **2. Fire prevention and control**

Identify the main fire hazard risks and identify basic requirements for fire safety on site.

#### **3. Electricity**

Identify the dangers of electricity and good working practices for working on or near to live electrical circuits and with electrical tools and equipment.

#### **4. Plant and work equipment**

State the importance of control and the management of plant, transport and work equipment on site.

#### **5. Lifting operations and lifting equipment**

Identify the basic requirements for safe lifting operations, equipment and accessories and the steps required to ensure safety.

#### Module 4

##### **1. Working at height**

Describe the key principles for working safely at height.

##### **2. Excavations**

Outline the main hazards and control considerations for excavation work.

##### **3. Underground and overhead services**

Describe how to locate, identify and plan for work near underground and overhead services.

##### **4. Confined spaces**

Describe the main hazards and safety considerations for working in a confined space.

##### **5. Temporary works**

Describe the main duties of temporary work supervisors.

#### Module 5

##### **1. Environmental awareness**

State your role in environmental awareness on site.

##### **2. Pollution**

State your role in preventing pollution.

##### **3. Waste materials**

Explain how environmental damage can occur from improper management of waste materials.

##### **4. Nuisance**

Explain your part in reducing nuisance, noise, dust and light.

A Scheme of works document will be made available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, publication chapters and support materials available for the course. The trainer can use this document to help with lesson planning if desired but its use is not mandatory.

## 13. End of course examination rules

### 13.1. Exam details

The examination paper is compulsory and consists of 25 questions, selected by CITB, covering all aspects of the course.

The examination pass mark is 80% (24 out of 30).

The paper consists of 22 multiple choice questions and 3 short written questions. There are 4 safety critical questions in each exam paper. **The delegate must get all 4 of these questions correct to pass the exam.** The multiple choice questions are worth 1 point each, whilst written questions can score between 1-3 marks.

The exam paper forms part of the overall assessment as to whether or not a delegate has successfully achieved a satisfactory level of understanding to be awarded the Site Supervision Safety Training Scheme (SSSTS) certificate.

The examination lasts for 30 minutes and must be completed within this time.

Delegates are permitted to use *Site supervision simplified* (GE 706) publication for the last ten minutes of the examination period.

### 13.2. Re-sits procedure

Where a delegate has achieved 70% in the exercise and trainer's review, and gained between 70%–77% (21, 22 or 23 out of 30) in the examination or has achieved the 80% pass rate but failed the safety critical questions, the delegate may re-sit the examination. This can either be on the same day or by resitting the exam by attending another course on the final day within a 90 day period (the delegate is not obliged to re-do the day's course).

The training provider must make the arrangements with the delegate and ensure that the same examination paper is not used twice.

A charge may be made to the delegate; however, this fee is left entirely to the discretion of the training provider. The training provider may also have additional costs to be recovered from the delegate and this should be agreed in advance.

Subsequent arrangements will be at the delegate's own expense.

Should a delegate fail the re-sit, they will be offered to take the SSSTS course again.

When a delegate scores less than 67% (20 correct answers out of 30) in the final examination, the delegate must attend the full SSSTS course again before they are allowed to re-sit the examination.

## 14. Trainer requirements

**In addition to the minimum trainer requirements referenced in the Scheme Rules, tutors must have attended and achieved this course and hold a current certificate (or a current SMSTS certificate) as well as ONE of the following qualifications:**

- NEBOSH National Certificate in Construction Safety and Health
- Level 4 or 5 NVQ Diploma in Occupational Health and Safety Practice (or SVQ equivalent)\*
- A Health and Safety degree
- NEBOSH Diploma in Occupational Safety and Health Part 2
- NEBOSH Units A, B, C & D
- IOSH Level 6 Diploma in Safety Management (or equivalent)

*\*Note: The Level 5 NVQ/SVQ in Occupational Health and Safety has replaced the Level 4 within the Qualifications and Credit Framework. Holders of the Level 4 qualification with a valid certificate will be accepted.*

Please note: The SSSTS Certificate will be accepted for the Health and Safety Awareness (HSA) course.

## 15. List of abbreviations

CDM	Construction (Design and Management) Regulations
PPE	Personal Protective Equipment
SSSTS	Site Supervision Safety Training Scheme
SMSTS	Site Management Safety Training Scheme