

CONSTRUCTSAFE HEALTH AND SAFETY COMPETENCY - SUPERVISORS

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Table of contents

1. Introduction
- 1.1 Candidate minimum required knowledge
- 1.2 Framework
- 1.3 Assessment summary
- 1.4 Additional components

Section 2 – Assessment framework

1. Regulatory and Policy Requirements
2. Planning Safe Work
3. Establishing Safe Work Areas
4. Supervising Workers
5. Responding to Safe Working Conditions
6. Improving Work Through Learning

1. Introduction

This framework document allows those who design and contribute to construction health and safety training content to align with ConstructSafe Health and Safety Competency assessment for Supervisors. The intent is to make it easy for training content to meet the knowledge and aptitude requirements that candidates need to be successful in the assessment.

The framework has been divided into module headings that match the ConstructSafe Supervisor test structure.

1.2 Candidate minimum required knowledge

Candidates undertaking a ConstructSafe Supervisors knowledge assessment must have first successfully completed the ConstructSafe Foundation knowledge assessment.

CHASNZ require workers attempting this level of assessment to have undertaken training in line with the LeadSafe Supervisors 2 day course, or alternatively the Site Safe Supervisors 2 day course. It is recognised that some organisations have their own Supervisor Development programme and these will be accepted by CHASNZ on a 'case by case' basis.

1.3 Assessment framework

The framework for the ConstructSafe Health and Safety Knowledge Assessment for Supervisors is outlined on the following pages and was created by representatives of industry.

1.4 Assessment summary

The knowledge assessment for this framework has **60** questions, which will cover all aspects of the framework.

To meet the knowledge standard, a candidate must achieve 85% or more.

1.5 Additional components

Following the knowledge assessment, Supervisors must demonstrate on-going application of their knowledge by completing and recording 30 safety interactions every year using the tool provided as part of the ConstructSafe app.

Where Supervisors are unable to record enough (or any) activity through the app for this period, then they must re-take the Supervisor knowledge assessment to retain the competency.

Risk Area	Identified risk	Controls	Expected knowledge outcome (Candidate can...)	Learning outcome
Regulatory and policy requirements	Legal duties of an employer	Health and Safety at Work Act 2015 (HSWA); Part 1, 2, 3	Candidate can relay the duties and obligations of an employer or officer in relation to the Act.	1.01
	Legal duties of a supervisor	Health and Safety at Work Act 2015; Part 1, 2, 3	Candidate can relay the duties and obligations of themselves in relation to the Act, within the PCBU model.	1.02
	Legal duties of a worker	Health and Safety at Work Act 2015; Part 1, 2, 3	Understands the key terms in the HSWA and how a workers role fits within the legal structure	1.03
	Requirements of company policy and process	Company Policy Company process or procedures (Safe systems of work)	Can relay the difference between a policy and a process, or sub process.	1.04
	Relationships between Legal requirements and company process, including the limitations	Legal requirements (which cannot be avoided) Company policies and process (Which can be measured and improved)	Can identify the purpose of a legal requirement and a company requirement.	1.05
			Can relay the hierarchy of implementation. (Legal requirements over company ones) Act, Regulations, Safe Work Instruments, Approved Codes of Practice, Guidance, company policies and process.	1.06
			Can communicate the outcome required from legal requirement (A minimum standard), and a company standard (A base from which to measure)	1.07
Planning safe work	Sites controlled by others	Pre work communications – Client requirement documents	Can communicate the key features of clients and site access requirements.	2.01
			An explain the common client site safety controls that should be in place and	2.02

			communicated to the supervisor prior to work (Site access requirements, Site traffic controls, Site hazardous materials controls, Site permit to work process, Site communication methods and frequency, Site welfare facilities, Site emergency procedures, Site equipment and material registers and audit controls)	
			Can explain where a change to standard work may be required due to client requirement, and where this may not be possible.	2.03
			Can communicate safety concerns raised around client requirements and explain any additional risks presented by the imposed client controls.	2.04
	Selecting process of work	Company safe systems of work - Process	Can relay the three basic drivers for implementing a safe system of work (Legal, Financial, Moral) and their key purposes.	3.01
			Can explain the process required when a deviation from standard is required.	3.02
	Developing safe system of work	Company risk assessment process	Can explain the purpose of a risk assessment or safe system of work (Plan, Do, Learn, Improve: PDLI).	4.01
			Can identify and explain the key aspects of a risk assessment process.	4.02
			Can identify the limitations of certain workers to assess different risks.	4.03
			Can explain which workers are competent to identify new risks in a work process.	4.04

	Assessing and controlling risk	Competency to assess and control risk	Can identify the key competencies required for a worker to: Access a work area and to undertake certain works in line with a process.	5.01
			Can explain common hierarchies of risk control.	5.02
	Selecting competent workers	Establish skill set	Can identify what specialist skills are needed to undertake works.	6.01
			Can identify where to find competency records from which workers can be selected.	6.02
			Can explain actions needed when worker competency does not meet required skill set.	6.03
	Selection of safe equipment	Competency of workers to select equipment	Can explain which workers are most competent to select equipment for tasks.	7.01
			Can identify which equipment should be selected from existing processes.	7.02
		Competency of workers to operate equipment	Can explain how to find out if a worker is competent to use a piece of equipment.	7.03
			Can demonstrate hierarchy of controls if a worker, or workers do not possess required competency to use equipment.	7.04
	Evaluating risks presented by work materials	SDS and delivery info	Can explain what a safety data sheet is and its purpose.	8.01
			Can explain the key elements of a safety data sheet.	8.02
			Can explain the details contained in delivery notes that may be used in assessing risks.	8.03

		Competency of workers to handle or use materials	Supervisor can explain how worker competency can be determined from an existing competency held, and where familiarisation training or specific competency testing may be required to handle or use materials.	9.01
			Can list common materials which require specific and specialist competencies to handle. (Asbestos, Electrically charged, Combustibles, Stored Energy, otherwise Health affecting)	9.02
	Measuring effective safe systems of work	Lead and lag indicators	Can explain the difference between a leading indicator (Prior to an event) and a lag indicator.	10.01
			Can explain the purpose of an audit.	10.02
			Can explain common types and frequencies of audit.	10.03
Establishing safe work areas	Communicating process and risk controls	Whole site or client meetings	Candidate can relay and demonstrate their role in larger site or client meetings (Escalation of issues, relay of learnings and general improvements)	11.01
		Pre start meetings	Candidate can relay and demonstrate the key elements of safety meetings on site.	11.02
	Controlling entry to work areas	Competency checks	Can explain the safety reasons for conducting competency checks on workers prior to admission to work areas.	12.01
			Can convey the differences in how a competent worker and a worker 'in training' should be supervised.	12.02

	Controlling high risk works	Permit to work	Candidate can explain what a permit to work is for.	13.01
			Can explain and demonstrate the key features of a permit to work system.	13.02
			An explain to limitations on who can issue permit to work within a work area.	13.03
Supervising workers	Measuring safety plan effectiveness	Audit process.	Can explain the purpose of audit procedures and audit on site.	14.01
			Can identify and explain common audit process.	14.02
		Company tools to measure safety plans.	Can demonstrate the application of company auditing process and its purpose.	14.03
	Worker interaction	Supervisor competency to interact with workers of different backgrounds and competency levels to improve the health & safety or work.	Can explain and demonstrate common and effective communication methods used on construction sites.	15.01
			Can explain the link between communication and audit process (PDLI).	15.02
	Worker mental health	Supervisor competency to recognise signs of mental health issues and provide assistance.	Can explain and demonstrate the types of questions that may help to identify issues with workers mental health.	15.03
Responding to changed working conditions	Conflict resolution in the work area	Soft skills of a supervisor to resolve or de-escalate conflict.	Can explain and demonstrate the conversation methods to resolve conflict in a work environment.	16.01
	Controlling new risks	The ability to conduct risk assessment	Can explain and demonstrate how to apply risk assessment dynamically.	16.02

			Can explain actions to be taken during any changed working environment, and return to work process.	16.03
	Supervisor limitations of competency	Supervisor can identify the limits of their own competency to assess the risks posed by a changed condition.	Supervisor can recognise the limits of their own competency to respond to a changed condition.	16.04
			Can identify those who might assist in a changed situation.	16.05
	Escalating new and emerging risks	Industry and company level communication and reporting procedures.	Can explain the reasoning for escalation when a new risk emerges.	17.01
			Can explain how escalation information may be used by companies and clients.	17.02
Improving work through learning	Investigating safety events	Industry and company safety investigation process	Can convey the principles and purpose of a safety investigation process.	18.01
			Can identify who should be involved in an investigation.	18.02
			Can explain what is achieved through investigation and the benefits to the workforce, companies and industry.	18.03
	Measuring effective safety planning	Industry and company level tools to measure process efficacy	Can relay how audit data can be used to measure how effective a safe system of work is.	19.01
			Can explain how audit data may be used at different levels to measure its efficacy.	19.02
			Can explain the key details of continuous improvement process (Plan, Do, Learn,	19.03

			Improve) in relation to a specific safe system of work.	
	Improving process	Industry benchmarking tools or company process indication tools	Can relay how external data can be used to benchmark how effective a safe system of work is.	20.01
		Industry, company and supplier communication channels	Can explain how data might be shared or received to assist when investigating.	20.02
			Can identify who must be communicated with, and what must be communicated when a new, or improved process is to be implemented.	20.03
		Company measure of competency against new process	Can explain how a company may communicate and implement an improved process amongst its workforce by applying the principles of continuous improvement.	20.04