

# CONSTRUCTSAFE TIER 5 HEALTH AND SAFETY COMPETENCY TEST - PROJECT/CONTRACT MANAGER FRAMEWORK

Tier 5 Contractor/Project Manager - Collaboration Group

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## **1. Introduction**

This framework document allows those who design and contribute to construction health and safety training content to align with ConstructSafe Tier 5 Health and Safety Competency Test for Project and Contract Managers requirements. The intent is to make it easy for training content to meet the knowledge and aptitude requirements that candidates need to pass the test.

The framework was developed by a collaborative industry group comprised of Project Managers, Contract Managers and H&S Professionals from Auckland Council, Auckland Transport, NZ Transport Agency and Watercare.

The framework has been divided into module headings that match the ConstructSafe Tier 5 test structure.

## **2. Candidate minimum required knowledge**

Candidates undertaking a ConstructSafe Tier 5 Health and Safety Competency Test must have passed the ConstructSafe Tier 1 Foundation Health and Safety Test.

## **3. Test framework**

The framework for the ConstructSafe Tier 5 Health and Safety Competency Test for Project and Contract Managers is outlined on the following pages.

### 3.1. Management of health and safety

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can)
General H&S Management	Explain the meanings of 'safety' and 'health', and how the concept of health and safety fits into construction contract and project management
	Explain why it is important to manage health and safety and devote resources to it (legal, financial and moral imperatives)
	Describe key H&S responsibilities and accountabilities of managers
	Describe what is meant by safety culture and identify the key influencing factors including leadership actions
	Outline the key H&S roles and responsibilities on a Construction Project/Contract
H&S Legislation	Outline relevant New Zealand H&S legal requirements
	Identify and know the basic principles of the key Acts and Regulations that influence construction project and contract Health and Safety: <ul style="list-style-type: none"> <li>• The Health and Safety at Work Act 2015 (HSWA)</li> <li>• Hazardous Substances and New Organisms Act 1996 (HSNO)</li> <li>• Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016</li> <li>• Health and Safety at Work (General Risk and Workplace Management) Regulations 2016</li> <li>• Health and Safety at Work (Asbestos) Regulations 2016</li> </ul>
	Describe what is meant by 'duty of care'

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can)
	Understand the legal term 'reasonably practicable'
	Outline how collaboration is achieved on a project/contract Understand the term 'overlapping duties'

### 3.2. Hazard, harm and risk

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
Hazard, harm and risk	Explain what is meant by 'hazard', and describe general methods of hazard identification
	Describe different types of harm including acute, chronic and catastrophic
	Describe different targets for harm including people, the environment, and business
	Explain the concept of risk, and identify a range of factors to consider when assessing risk
	Apply concepts to a scenario to identify hazards, identify who/what may be harmed and how, and evaluate initial (raw) risk

### 3.3. Construction Hazards

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
Hazards	Outline the mechanisms of harm and control measures for common construction hazards, including: <ul style="list-style-type: none"> <li>• Mobile plant and vehicles</li> <li>• Excavations</li> <li>• Work at height</li> <li>• Lifting operations</li> <li>• Confined spaces</li> <li>• Musculoskeletal hazards</li> <li>• Noise</li> <li>• Hazardous and dangerous substances (including Asbestos and Respirable Crystalline Silica)</li> <li>• Stress and psychosocial hazards</li> </ul>
	Able to apply knowledge of common workplace hazards to a scenario.

### 3.4. Health and Safety Risk Management and Control

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
Risk	Explain the concept of initial risk and residual risk.
Risk	Understand the structure of a project/contract risk register.
Risk	Outline effective monitoring and review strategies required to track residual risk.
Risk	Apply the risk assessment process to a scenario to demonstrate risk reduction to as low as reasonably practicable.
Control	Explain how risk can be controlled through applying measures to influence likelihood, consequences, and both.
Control	Describe the hierarchy of control measures, including the concept of individual and collective control measures.
Control	Outline key human factors (the individual, the job, the organisation) that may impact on the effectiveness of control measures.



### 3.5. Incident response, learning and improvement

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
Reporting	Outline the key elements of a H&S notification and reporting process.
Learning	Explain why it is important to investigate health and safety related incidents.
Learning	Outline the ‘just culture’ process.
Learning	Understand who can contribute to an effective investigation.
Learning	Outline an effective investigation process, and initial stages of investigation.
Learning	Describe effective methods for data gathering and sequencing of events.
Learning	Describe investigation information can be analysed.
Learning	Outline key human factors considerations relevant to contributory factors to incidents.
Learning	Apply investigation skills using a scenario.
Improvement	Explain how learnings from investigation can be applied to organisational and wider improvement.

### 3.6. Performance measurement and safety leadership

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
Management systems	Outline the stages of a health and safety management system.
Management systems	Understands the purpose and structure of a Health and Safety Management System.
Management systems	Identify key project H&S documents
Measurement	Describe the use of leading and lagging indicators for effective health and safety performance measurement, and implications for Directors practicing due diligence.
Monitoring	Describe key H&S leadership practices including the safety walk-about, effective safety conversations, and mindfulness/risk awareness.
Monitoring	Describe key questions that could be asked during a site visit.
Culture	Explain how these leadership practices can build a safety culture and its various sub-cultures (a just culture, a learning culture, reporting culture and a flexible culture).
Leadership	Describe how a PM/CM can own and develop their own H&S competence
Leadership	Describe how a PM/CM participates in operational health and safety activities (toolbox talks, audits)
Leadership	Outline the function of a project/contract H&S committee (participation and consultation)

### 3.7. Contractor Management and Procurement

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
Procurement	Outline what responsibilities project and contract managers have relating to procuring contracted resource that demonstrate good H&S performance
Procurement	Identify how procurement processes can influence H&S project/contract performance
Procurement	Outline the purpose of Contractor pre-qualification
Procurement	Describe the role of a project/contract manager in the pre-qualification process
Contractor management	Understand how Construction Phase plans are developed and how work is broken down
Contractor management	Demonstrates awareness of how health and safety expectations are communicated on a project or contract
Contractor management	Outline how to keep appropriate project and contract H&S records
Contractor management	Outline the commercial levers that can influence good contractor H&S performance
Contractor management	Demonstrate how good and poor contractor performance can be evaluated

### 3.8. H&S in Design

Knowledge and aptitude grouping	Expected knowledge outcome (Candidate can demonstrate)
H&S in Design	Describe the key roles and responsibilities associated in H&S in Design Team
	Outline the purpose of a H&S Design Review
	Understand how H&S in Design information is recorded and communicated
	Understands a range of examples of good H&S in Design practice
	Describe how project/contract managers contribute to the H&S in Design Process
	Outline the 'whole of life' concept when applied to H&S in Design