

SGG03F – SUPERVISION STRATEGY FOR CONTRACTORS

Contractors' Requirements for Supervisors

- 1) Contractors' shall ensure that an adequate number of Supervisors are provided for the work activity, in accordance with the guidance levels detailed in the table below.
- 2) Contractors' shall ensure that Supervisors are in possession of a current CSCS, or CSCS partner scheme, card that is relevant to their trade.
- 3) Contractors' shall ensure that Supervisors are trained to a minimum of CITB Site Supervisor Safety Training Scheme (SSSTS), or an equal and approved trade specific scheme, as detailed in SGG03C – Health and Safety Competence.
- 4) Contractors' shall ensure that non-working Supervisors and Managers responsible for high risk activities are trained to a minimum of CITB Site Managers Safety Training Scheme (SMSTS), or an equal and approved trade specific scheme, as detailed in SGG03C – Health and Safety Competence.
- 5) Contractors' shall issue a CV to St George of each Supervisor responsible for high risk activities prior to commencing work.
- 6) Contractor's Supervisors shall be distinguished from operatives by the implementation of an agreed system of PPE, such as the black hard hat system. A Supervisor shall not be issued with the distinguishing PPE until they have satisfied all the necessary requirements to act as a Supervisor as detailed in this document.

Contractors' Supervision Requirements for non-English Speaking Operatives

- 1) Contractors who employ operatives who are unable to speak adequate English shall be responsible for ensuring that each operative understands all of the information, instruction and training provided to them by the employing company.
- 2) Contractors shall provide one competent bilingual Supervisor to no more than eight operatives and the Supervisor must be able to speak a good standard of English and the same language as each operative they are responsible for.
- 3) Contractors shall ensure that the bilingual Supervisor shall be a 'working' Supervisor, appointed to work alongside the team that they are responsible for.
- 4) Contractors shall ensure that the bilingual Supervisor is permanently based on site (not visiting). If they are absent from site for any reason, a replacement Supervisor of equal language capability must be provided by the Contractor, otherwise the entire team under their supervision must cease work until a suitable Supervisor is on site.
- 5) Contractors shall ensure that the bilingual Supervisor is equipped with a VHF radio and / or mobile telephone, and they are contactable throughout the entire working day.
- 6) In circumstances where a competent bilingual Supervisor cannot be sourced, Contractors' shall ensure that one operative within the team of eight acts as a bilingual interpreter, with a designated competent English speaking Supervisor. If an operative is designated as the interpreter for the team, the Contractor shall ensure that they satisfy the requirements set out in points 2 to 5 above.
- 7) Contractors shall ensure that the arrangements for supervising non-English speaking operatives is clearly detailed in the Risk Assessment and Method Statement.

Document Title:	Supervision Strategy for Contractors	Document Number:	SGG03F
Author:	Phil Styan	Version number:	0.4
Page	Page 1 of 3	Implementation Date:	14/05/2019

Expected Skills and Duties of Supervisors

- 1) Supervisors shall demonstrate the necessary aptitude and skills to:
 - i. Communicate effectively;
 - ii. Take responsibility;
 - iii. Maintain safe and productive environments; and
 - iv. Acknowledge safe work.
- 2) Supervisors shall deliver effective briefings of Risk Assessments and Method Statements to their team prior to work commencing.
- 3) Supervisors shall deliver effective Daily Activity Briefings to their team prior to work commencing each day.
- 4) Supervisors shall deliver regular Toolbox Demonstrations and / or Talks to their team.
- 5) Supervisors shall monitor health and safety standards with the same rigour as production and quality.
- 6) Supervisors shall suspend works where health and safety standards are not met or uncontrolled risks are identified.
- 7) Supervisors shall report all incidents and / or health and safety concerns to St George immediately.
- 8) Supervisors shall attend an Effective Leadership on Site (ELOS) workshop.
- 9) Supervisors shall attend Black Hat Forums when requested by St George, to enable health and safety consultation with their team.
- 10) Supervisors shall participate in educational health and safety tours when requested by St George.
- 11) Supervisors shall wear a black hard hat at all times to ensure they are easily identifiable, and to distinguish them from operatives.

Desirable Skills and Duties of Supervision

- 1) Supervisors shall speak the same language as their team if English is not spoken to a satisfactory standard by all operatives in their team.
- 2) Supervisors shall provide input and comment on the development and / or alteration of Risk Assessments and Method Statements.
- 3) Supervisors shall encourage operatives to report health and safety concerns to them, or a St George Manager, and respond positively when they do so.

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Page	Page 2 of 3	Implementation Date:	14/05/2019

Guidance on Supervision Levels

The table below provides guidance on the expected provision of working and non-working supervision, however, St George project teams may assess the risks involved with a specific activity and determine the adequate level of supervision required.

Trade	Operative Number	Working Supervisor SSSTS	Non-Working Supervisor / Manager SMSTS
Low risk (mastic, soft flooring, painting, decorating, cleaning, ceramic tiling, kitchen, bathrooms, insulation, soft landscaping etc)	Up to 4	1 visiting	
	Up to 15	1	1 visiting
	Up to 30	1	1
	Up to 60	2	1
	Each 30 thereafter	1	1
Medium risk (temporary services, hoarding, logistics, brickwork and blockwork, carpentry and joinery, plastering, drylining, suspended ceilings, stonework and marble, mechanical and electrical, hard landscaping, windows, lift installation etc.)	Up to 4	1	
	Up to 15	1	1
	Up to 30	2	1
	Up to 60	2	2
	Each 30 thereafter	1	1
High risk (Demolition, piling, groundworks, civil engineering, RC frame, pre-cast concrete, steel erection, façade and glazing, building modules, roofing, balconies, scaffolding, rope access and abseil systems etc.)	Up to 4		1
	Up to 15	2	1
	Up to 30	3	1
	Up to 60	4	2
	Each 30 thereafter	2	1