

Supervision – Points to consider

- Training, Qualifications
- Competence
- SKATE
- Adequate number, resource
- Appropriate to activity, trade etc
- Leadership
- Roles & Responsibilities
- 5 day CITB, 4 day IOSH
- Knowledge of company procedures
- Knowledge of client procedures
- Presentation Skills
- Identified in H&S plan
- Document control and paperwork management
- Sub contractors Supervisors induction
- Good at Hazard identification
- Able to produce RA's / MS's as appropriate
- Adequate support from region/company

Supervision – Points during Inspection

1. Induction: (contents)

- Induction adequately presented, specific to job and audience – 1pt
- Subcontract Supervisors induction carried out – 1pt

2. Competent: (proof of training & experience)

- Person in overall charge of site is competent – 5 day CITB, 4 day IOSH, Supervisor NRSW – 1pt
- Person is conversant with company/client procedures – 1pt
- Person in charge of site/activity at time of visit is competent – 1pt

3. Method Statement: (MS details the following information)

- Produced by competent person – 1pt
- Site Specific – 1pt
- Reviewed/approved by appropriate Supervisor – 1pt

4. Risk Assessment: (RA details the following risk)

- Site supervision has ensured that the RA contains the following:
 - Adequately identifies the site specific hazards – 2pts
 - Adequately identifies the specific control measures – 2pts
 - Adequately identifies those at risk – 1pt

5. Briefing:

- Record of briefing in place – 2pt
- Delivered by appropriate person in an appropriate method – 2pt
- Daily Task Briefing – 1pt

6. Equipment & Material:

- Supervisor has adequately identified the correct equipment and materials to do the task correctly/safely, using the right tool for the job – 2 pts
- Equipment and materials stored correctly/appropriately – 1pt

7. Risks Controlled from Equipment & Material:

- Supervisor has allowed only competent and adequately trained personnel to carry out task / operate plant – 3pts
- Appropriate Incident / Emergency / Prevention response in place e.g. fire plan, rescue plan, spill kits, drip trays etc – 2pts

8. Equipment Inspected/Examined:

- Supervisor can demonstrate they have carried out a safety inspection within the last week and closed out actions and health and safety registers are up to date where appropriate – 1pt

9. Personal Protective Equipment (PPE):

- Supervisor ensures adequate PPE is worn – 1pt

10. Worker describes Risks/Hazards:

- Supervisor can adequately describe hazards that the workforce will be exposed to – 2pts

11. Worker describes Control Measures:

- Supervisor can adequately describe the control measures appropriate to the hazard – 2pts

12. Activity carried out Safely: (SWS General Observations/Personal Comments)

- Site is managed in an appropriate safe manner – 1pt
- Adequate number and level of supervision – 1pt
- Housekeeping is in order – 1pt

SKATE

S kills
K nowledge
A ttitude
T raining
E xperience

