

SUPPLEMENT 3.4.2: HEALTH AND SAFETY COMPETENCE OF PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE

3.4.2 (HS) EVIDENCE OF TECHNICAL CAPABILITY CRITERIA

It is a statutory requirement that the competence of the person or persons to be appointed as Project Supervisor for the Construction Stage (PSCS) is established pursuant to section 6(1)(a) of the Safety, Health and Welfare at Work Construction Regulations 2013. Therefore, where the position of PSCS is applied for **the applicant must complete this supplement on Health and Safety.**

The criteria below mirror the structure in the main part of the questionnaire for consistency but should be answered specifically in relation to the PSCS service. Where the response includes information already contained in response to previous sections of the questionnaire, the Applicant must clearly cross-reference that information where required in response to this supplement.

The level of information required is stated under the relevant criterion based on the category of project identified at subsection 1.4 at the beginning of the questionnaire (i.e. Type 1/Type 2/Type 3). **All health and safety criteria are pass/fail criteria only.** The Applicant must meet the relevant minimum standard(s) stated under each criterion.

3.4.2a EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Management)

RESPONSE: REQUIRED option (i) only

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

CA Note: (i) is applicable to PSCS COMPETENCY for all project types. (ii) is applicable to PSCS COMPETENCY for Type 2 and Type 3 projects only, and both minimum standards must be reached as stated below.

- (i) Applicants must provide evidence in the form of declaration at Appendix H. The evidence referred to in Appendix H is to be subsequently provided when requested. The evidence in question is the Health and Safety related educational qualifications, professional qualifications (with dates obtained) and experience (on projects of a similar size and complexity) including the curricula vita of the company's management staff. The organisation structure should also be provided. The Minimum Standard (unless stated below) is evidence of sufficient management staff with appropriate professional qualifications and experience, relevant to the Works.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix H is attached.

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- (ii) Applicants must provide evidence in the form of declaration at Appendix H. The evidence referred to in Appendix H is to be subsequently provided when requested. The evidence in question is Health and Safety training and qualifications (for example, degree, diploma, certificate, CPD) with dates obtained, and experience (on similar projects) of the company's management staff. The Minimum Standard is evidence of sufficient management staff with Health and Safety qualifications, training and experience, relevant to the Works.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix H is attached.

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3.4.2b(HS) EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS (Personnel)

RESPONSE: REQUIRED option (i) only

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

CA Note: (i) is applicable to PSCS COMPETENCY for all project types. (ii) is applicable to PSCS COMPETENCY for Type 2 and Type 3 projects only, and both minimum standards must be reached as stated below.

- (i) Applicants must provide evidence in the form of declaration at Appendix H. The evidence referred to in Appendix H is to be subsequently provided when requested. The evidence in question is the Health and Safety related educational qualifications, professional qualifications (with dates obtained) and experience (on projects of a similar size and complexity) including the curricula vita of the company's management staff. The organisation structure should also be provided. The Minimum Standard (unless stated below) is evidence of sufficient management staff with appropriate professional qualifications and experience, relevant to the Works.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix H is attached.

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- (ii) Applicants must provide evidence in the form of declaration at Appendix H. The evidence referred to in Appendix H is to be subsequently provided when requested. The evidence in question is Health and Safety training and qualifications (for example, degree, diploma, certificate, CPD) with dates obtained, and experience (on similar projects) of the company's management staff. The Minimum Standard is evidence of sufficient management staff with Health and Safety qualifications, training and experience, relevant to the Works.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the box to confirm that the Declaration at Appendix H is attached.

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3.4.2c(HS) LIST of TECHNICAL SERVICES PROVIDED FOR WORKS OVER THE PAST 3 YEARS

**RESPONSE:
DECLARATION B3 (IF APPROPRIATE B1) REQUIRED**

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

Applicants should supply examples of PSCS appointments carried out over the last 3 years on projects. When the Response is REQUIRED it must be submitted separately at Appendix 3.4.2c(HS). The Minimum Standard is evidence provided (using the standard form at Appendix B3 and if appropriate B1 to this questionnaire) of the PSCS services previously provided by the applicant.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the appropriate box below to confirm that the Certificates of Satisfactory Execution (in the form provided at Appendix B2 of this questionnaire)

(a) are attached with your response as Appendix 3.4.2c (if Response is REQUIRED), or

(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.2d(HS) TECHNICIANS OR TECHNICAL BODIES INVOLVED ESPECIALLY THOSE RESPONSIBLE FOR QUALITY CONTROL

**RESPONSE:
DECLARATIONS OR CERTIFICATES REQUIRED**

**TYPE OF EVALUATION:
PASS/FAIL ONLY**

CA Note: in the case of Type 1 and Type 2 projects retain the paragraph below otherwise delete.

For Type 1 and 2 projects the response to this criterion may be included in the information submitted at 3.4d or submitted separately as Appendix 3.4.2g(HS). The Minimum Standard is the evidence required at 3.4d but in the context of the H&S competence of the contractor which should be the declarations at C1, C4 and E, alternatively evidence of current third party certification (e.g. Safe-T-Cert, or OHSAS 18001, or approved equivalent) can be provided.

Applicants should supply names of any group, body and organization that the applicant company is a member of and which promotes and has an involvement in Health and Safety matters; or external resource or expertise relevant to this project that are available to the applicant's company. The Minimum Standard for this criterion is evidence of adequate skill, experience and resources [taken in conjunction with Criteria 3.4.2a(HS) to 3.4.2g(HS)] to carry out the duties of Contractor in compliance with Safety Health and Welfare at Work Act 2005 and Safety Health and Welfare at Work (Construction) Regulations 2013. In addition declarations C1, C4 and E should be provided, or evidence of current third party certification (e.g. Safe-T-Cert), or OHSAS 18001, or approved equivalent.).

Where the Applicant, in responses to criteria 3.4.2a(HS) to 3.4.2g(HS), has demonstrated adequate experience, skill and resources to carry out the project, no extra information is required, and the applicant will be deemed to have met the minimum standard for this criterion. If not all the requisite resources are available in-house, applicants may provide the above information to supplement the in-house experience, skill and resources.

Applicant Entry: Check the appropriate box below to confirm that the information requested
(a) is attached with your response as Appendix 3.4d / 3.4.2d(HS) /covered in responses 3.4.2a-d
for Type 1 and 2 projects, or attached at Appendix 3.4.2d / covered in responses 3.4.2a-d for
Type 3 projects (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.2e(HS) A STATEMENT OF THE AVERAGE ANNUAL NUMBERS OF PERSONS EMPLOYED TO PROVIDE PSCS SERVICES AND THOSE IN A MANAGERIAL POSITION OVER THE PAST 3 YEARS

RESPONSE:
SUBMIT ON REQUEST

TYPE OF EVALUATION:
PASS/FAIL ONLY

Applicants must provide evidence for three years of average annual manpower and management staff in relation to the PSCS role. When the Response is REQUIRED it may be included in the information submitted at 3.4e, submitted separately at Appendix 3.4.2e(HS). The Minimum Standard is submission of the relevant details; evidence of personnel resources used to carry out the PSCS role in compliance with Safety Health and Welfare (Construction) Regulations 2013.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the appropriate box below to confirm that the information requested
(a) is attached with your response as Appendix 3.4e / 3.4.2e(HS) (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.2f(HS) A STATEMENT OF THE TECHNICAL EQUIPMENT AVAILABLE

RESPONSE:
DECLARATION "F" REQUIRED

TYPE OF EVALUATION:
PASS/FAIL ONLY

CA Note: in the case of Type 1 projects retain the paragraph below otherwise delete.

For Type 1 projects the response to this criterion may be included in the information submitted at 3.4f or submitted separately as Appendix 3.4.2f(HS). The Minimum Standard is the evidence required at 3.4f but in the context of competence in the role of PSCS or evidence of current third party certification (e.g. Safe-T-Cert, or OHSAS 18001, or approved equivalent). The paragraph below does NOT apply as it is relevant to Type 2 & 3 projects only.

In these categories of project adequate access (online or offline) to appropriate levels of Codes of Practice, Regulatory and Statutory guidance should be demonstrated. Does the applicant's organization have access to or subscribe to a technical database containing appropriate comprehensive Health and Safety documentation in support of its Health and Safety management and PSCS function? If so supply details. The Minimum Standard is evidence of adequate knowledge resources to carry out the work in compliance with Safety Health and Welfare at Work Act 2005.

Applicant Entry: Check the appropriate box below to confirm that the information requested
(a) is attached with your response as Appendix 3.4f / 3.4.2f(HS) for Type 1 projects or 3.4.2f for Type 2 and 3 projects (if Response is REQUIRED), or
(b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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3.4.2g(HS) TECHNICAL FACILITIES AND MEASURES FOR ENSURING QUALITY OF SERVICES AND STUDY AND RESEARCH FACILITIES

RESPONSE: REQUIRED option (i) only

TYPE OF EVALUATION:
PASS/FAIL ONLY

All Applicants are required to demonstrate technical facilities and measures for studying, researching and ensuring quality [Article 48.2(c) of Directive 2004/18/EC (and Regulation 57 of SI No. 329 of 2006) or Article 54 of Directive 2004/17/EC (and Regulation 56 of SI 50 of 2007)] as listed below.

CA Note: (i) is applicable to PSCS COMPETENCY for all project types. (ii) is applicable to PSCS COMPETENCY for Type 2 and Type 3 projects only, and both minimum standards must be reached as stated below.

(i) Signed Declaration

Applicants must supply signed Declarations (in the forms attached at Appendices C1, C4 and E) or current third party certification (e.g. Safe-T-Cert, or OHSAS 18001, or approved equivalent). The

Minimum Standard is submission of the signed declaration, and where enforcement actions, legal proceedings accidents, fatalities or incidents have been recorded, evidence that adequate measures have been put in place by the applicant company to address any deficiencies in their Health and Safety procedures.

(ii) Other Requirements

CA Note: If the Response is REQUIRED evidence listed at (a) to (g) below that meets the minimum standards should be sought at a later date at any time up to contract award.

Applicant: If the Response is REQUIRED box (a) below should be checked. If box (a) is checked a separate declaration should be submitted stating that the requirements at (a) to (g) below can be provided, and also that the minimum standards at (i) to (vii) can be met, and that this evidence will be provided on request.

The most efficient way for a PSCS to structure its responses to the requirements below is to provide the declarations at Appendix C1, C4 and E, and later to provide a Safety Statement within which all of these requirements can be addressed. It is recommended that the format outlined at: [http://www.hsa.ie/eng/FAQs/Safety Statement and Risk Assessment/](http://www.hsa.ie/eng/FAQs/Safety_Statement_and_Risk_Assessment/) be used.

The following evidence is to be provided at the appropriate time:

- a. a copy of your current general health and safety policy;
- b. an outline of your management organizational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to Health and Safety;
- c. copies of standard forms used for method statements as part of your duties under the Safety, Health and Welfare at Work Act 2005;
- d. details of arrangements for continuing Health and Safety training of PSCS personnel, including personnel who would be employed on the project;
- e. details of the company's procedures for disseminating up-to-date developments on health and safety issues;
- f. details of the company's arrangements for the co-ordination of information between the different contractors, suppliers, and designers involved in a project; and
- g. details of the methodology for the dissemination of health and safety information for the design and construction stage on this or equivalent projects.

The Minimum Standard is evidence of third party certification (e.g. Safe-T-Cert or OHSAS 18001, or approved equivalent) or evidence of:

- i. a general health and safety policy document appropriate to a Health and Safety led Construction Management function;
- ii. relevant management organizational structure document indicating the duty holders responsible for Health and Safety;
- iii. standard method statements (relevant to projects of a similar size, nature and complexity) covering all stages of the project life cycle from early design stage to project completion;
- iv. evidence of training arrangements in place appropriate to the size and complexity of the work (this must include specific Health and Safety training);
- v. evidence that there is an adequate organizational structure in place within the company to facilitate the dissemination of up-to-date developments on Health and Safety issues;
- vi. evidence that there are adequate arrangements in place for the coordination of information between Contractors with an adequate mechanism in place that tracks, records delivery and receipt of information distributed;
- vii. evidence of adequate structured procedures relevant to the size and complexity of the project to ensure that the PSCS role in coordinating Construction Safety Management is clearly demonstrated.

CA Entry: List here supplementary requirements (if any) in relation to this criterion.

Applicant Entry: Check the appropriate box below to confirm that the evidence requested:
 (a) will be provided later but as an interim response a declaration is included in relation to (a) to (g) above as Appendix 3.4.2g (if Response is Required), or
 (b) will be submitted at the appropriate time if requested (if Response is SUBMIT ON REQUEST).

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