

Operating Procedures

Roles and Responsibilities

Quality Manager

Swe Swe Aung

- **Make sure SSP Course delivery in EC meet the standard and continuous monitoring of training and services provided, including continual improvement.**
- **Control of delivering process including initial assessment and action**

Trainer

Moss Brown & Joe
Joseph Mcgorrin

- **Delivery SSP course according to training matrix and scheme.**
- **Well prepare the traing lesson according to the traning scheme**

Training matrix

For SSSTS – 2 Days training

SSSTS	Training & Assessment
Day 1	<p>The content covered in the SSSTS course includes:</p> <ul style="list-style-type: none">• Health & safety; accidents and you, accident prevention, facts and figures.• Health and Safety and the Supervisor; health and safety legislation and the different legislative requirements.• Risk assessments; why we conduct a risk assessment, how to conduct a risk assessment, and the hierarchy of controls.• Health and safety management systems; how to develop, maintain and monitor a health and safety management system.• Working at height; the key principles for working safely at height.• First Aid Provision; how to manage first aid and emergency procedures for a construction site.

Day 2	<ul style="list-style-type: none"> • Construction (Design and Management) Regulations 2015 (CDM); CDM Regulations and how they are used to support health and safety on site. • Construction hazards; hazardous substances, asbestos, dust and fumes, noise and vibration, safety signs, confined spaces, excavations, and manual handling. • Environmental awareness; pollution, waste materials, and reducing nuisance, noise, dust and light. • Lifting operations and lifting equipment and plant and work equipment. • Fire prevention and control; identifying the main fire hazard risks and identify basic requirements for fire safety on site. • Health and welfare; drugs and alcohol in the workplace, and mental health awareness. • Assessment - You are required to contribute throughout the full two-days of the course and deliver a toolbox box talk to the rest of the group. At the end of the training, you will also attend an exam, consisting of 30 multiple-choice questions selected by CITB.
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For SMSTS – 5 Days training

SMSTS	Training & Assessment
Day 1	<p>Health & safety; facts and figures, accident prevention.</p> <p>Health and Safety and The Manager; types of work, range of activities, the role of a manager, leadership styles, and the consequences of failing to manage health and safety.</p> <p>Health & safety and the legal system in the UK; Health and Safety at Work Act 1974 (HASWA), The Management of Health and Safety at Work Regulations 1999, and Implementing Health & Safety Legislation.</p>
Day 2	<p>Working at Height Regulations 2005; scaffolding types, risk assessments, working at heights hazards, scaffold inspection, safety provisions (ladders, harness, fall arrest).</p> <p>The Construction (Design and Management) Regulations 2015; key regulations changes, the construction phase plan and</p>

	<p>information on duty holders.</p> <p>The Protective Equipment Regulations 1992; harmful substances, reducing the risk, eye and skin protection.</p> <p>RIDDOR; reporting injuries and the types of injuries.</p> <p>First Aid Provision; first aid equipment, first aid staff and the HSE recommendations.</p>
Day 3	<p>Various legislation; COSHH Regulations; Noise at Work Regulations, Manual Handling Operations Regulations 1992, and Control of Vibration at Work Regulations 2005.</p> <p>Asbestos; what is it? Who is at risk? Asbestos-related diseases.</p> <p>Waste and environmental management; Environmental Protection Act 1990 and dealing with construction waste.</p> <p>Risk assessments and risk management; qualitative/quantitative, evaluating risks, and control measures.</p>
Day 4	<p>Various legislation; Provision and Use of Work Equipment Regs. 1998, and Lifting Operations and Lifting Equipment Regs. 1998.</p> <p>Construction hazards; electricity at work, underground and overhead services, excavations, confined spaces and fire precautions.</p> <p>Occupational health; drugs and alcohol in the workplace and mental health awareness.</p>
Day 5	<p>Assessment: You are assessed on your involvement throughout the training and your performance on the four core exercises of the course. The four exercises include:</p> <ul style="list-style-type: none"> • Implementing health and safety legislation • Managers and supervisors responsibilities • Construction site briefing • Construction site layout <p>On the last day, you also must display a presentation in front of other group members and complete a 25 question examination.</p>

Initial Assessment/pre-course evaluation: EC will follow the initial assessment form to make sure the learners clearly understand the training and their responsibility in order to achieve the certificates.

EC will use the following booking procedure to make sure all the learners meet the standard.

1. Personal Interview (to judge the abilities of a person's English Knowledge minimum CEFR Level B1)

2. Cost

3. Duration

SMSTS

- This is a five day Training course. It can be delivered over a week, on day release or at weekends.

SSSTS

- 2 days. Some of our Site Supervisors Safety Training Scheme run during the week and some at the weekend.

4. Mandatory entry Requirements

- To be able to read, write and understand English to a good level.
- If you need to re-sit the test, you must do this within 90 days of the original course date at an additional charge
- You will need to provide a valid ID on the first day of the course, such as a copy of your passport or driving licence.

5. Fill the application Form (know as Booking form)

6. Accepted forms of ID

- Passport showing your photograph and signature

OR

- UK driving licence showing your photograph and signature

7. The terms and conditions and adhere to EC policies when booking on courses.

EC will prepare a good lesson plan with the trainer and will adhere to the performance of the learner needs. The EC Quality management team will use a monitoring checklist to make sure the trainer delivers the course effectively and correctly.