

# Scheme rules – Appendix D

## Site supervision safety training scheme – Refresher



## **Site Safety Plus**

### **Site supervision safety training scheme -- Refresher (SSSTS-R)**

#### **Appendix D**

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## 1. Introduction

This one-day refresher course is for delegates who have previously passed the two-day *Site supervision safety training scheme* (SSSTS) course and can provide proof of successful attendance.

It aims to bring health and safety knowledge up-to-date, as well as giving a thorough overview of the legislative changes and their impact in the workplace.

The course includes a wide range of topics which have been affected by changes to procedures, and builds upon the material in the original course.

## 2. Aims

**To help site supervisors to:**

- supervise health and safety on site in accordance with current legal provisions and within the context of their role
- develop an understanding of responsibility and accountability for site health, safety and welfare of workers on site
- recognise that a safe site is efficient, economical, productive and environmentally friendly.

## 3. Entry requirements

The refresher course is only for delegates who have previously passed the two-day *Site supervision safety training scheme* (SSSTS) course and can provide proof of successful attendance.

If a delegate cannot provide a copy of their certificate, the [online card checker](#) can be used to establish if a delegate currently holds a valid SSSTS certificate.

If an individual cannot be located on the system and no evidence of their certificate can be found, they will have to attend the full *Site supervision safety training scheme* (SSSTS) course.

Failure to attend the refresher course prior to the expiry of an existing certificate will require the delegate to re-enter the scheme by completing the full *Site supervision safety training scheme* (SSSTS) course if they wish to remain in the scheme.

Delegates must be competent in English at site supervisor level.

## 4. Assessment

Assessment will be by an exam paper at the end of the course.

## 5. Delegate numbers

The recommended minimum number of delegates per course is four. The mandatory maximum number of delegates per course is 20. The maximum delegate number is not subject to an appeal.

## 6. Course duration and attendance

This is a one-day course. Delegates are required to complete the full course (7.5 hours).

## 7. Progression

A natural progression from this course would be to attend the Site management safety training scheme (SMSTS) course or to attend the Site environmental awareness training scheme (SEATS) course, which is aimed at supervisor level.

## 8. Course publications

<i>Construction site supervision (GE706)</i>	<b>Mandatory</b>
<i>Toolbox talks (GT700)</i>	<b>Mandatory</b> (for in-house courses, the company's own materials may be used)

- Where in-house toolbox talks are used, the content must be submitted to CITB for approval prior to course delivery.

## 9. Notes to training providers

At the start of each course, training providers must provide each delegate with their own copy of the two mandatory publications (Construction site supervision and Toolbox talks), which will be retained by the delegate upon completion of the course.

The examination paper number will be notified when the course booking is accepted by CITB.

## 10. Learning outcomes

Delegates taking the SSSTS Refresher course should have an overview of the learning outcomes listed below.

### Module 1

#### 1. Health and safety law

Describe the purpose of health and safety legislation and the different legislative requirements that must be followed to ensure this is achieved.

#### 2. Construction (Design and Management) Regulations 2015 (CDM)

Explain how the CDM Regulations are used to support health and safety on site.

#### 3. Health and safety management systems

Describe how to develop, maintain and monitor a health and safety management system.

#### 4. Risk assessments and method statements

Write and use risk assessments and method statements to ensure a safe working environment.

#### 5. Statutory inspections and checks

Outline how to complete statutory inspections and checks for a construction site.

#### 6. Reporting accidents, injuries and ill health

Describe how to report accidents, injuries and ill health that may occur in the construction industry.

#### 7. Leadership and worker engagement

Explain how good leadership and worker engagement can aid with protecting the workforce.

## Module 2

### 1. Health and welfare of the workforce

Explain how to protect the health and welfare of the workforce in the construction industry.

### 2. First aid and emergency procedures

Explain how to manage first aid and emergency procedures for a construction site.

### 3. Hazardous substances

Explain how to identify and handle hazardous substances associated with working on a construction site.

### 4. Asbestos

Outline the risks to health posed by asbestos, and the basic legal requirements to manage those risks.

### 5. Dust and fumes

Outline how to control exposure to dust and fumes (respiratory hazards) for workers on a construction site.

### 6. Noise and vibration

Explain how to control exposure to noise and vibration for construction workers.

### 7. Manual handling

Outline how to properly undertake manual handling activities when lifting loads.

## Module 3

### 1. Site set up and security

Identify factors to be considered when setting up a construction site.

### 2. Fire prevention and control

Identify the main fire hazard risks and identify basic requirements for fire safety on site.

### 3. Electricity

Identify the dangers of electricity and good working practices for working on, or near to, live electrical circuits and with electrical tools and equipment.

### 4. Plant and work equipment

State the importance of control and the management of plant, transport and work equipment on site.

### 5. Lifting operations and lifting equipment

Identify the basic requirements for safe lifting operations, equipment and accessories and the steps required to ensure safety.

## Module 4

### 1. Working at height

Describe the key principles for working safely at height.

### 2. Excavations

Outline the main hazards and control considerations for excavation work.

### 3. Underground and overhead services

Describe how to locate, identify and plan for work near underground and overhead services.

### 4. Confined spaces

Describe the main hazards and safety considerations for working in a confined space.

### 5. Temporary works

Describe the main duties of temporary works supervisors.

## Module 5

### 1. Environmental awareness

State your role in environmental awareness on site.

### 2. Pollution

State your role in preventing pollution.

### 3. Waste materials

Explain how environmental damage can occur from improper management of waste materials.

### 4. Nuisance

Explain your part in reducing nuisance, noise, dust and light.

## Communications

Discuss the importance of Toolbox talks, including content, delivery, understanding and recording.

A *Scheme of work* document is available to each training provider. This details the learning outcomes, assessment criteria, notes for guidance, publication chapters and support materials available for the course. **It is mandatory for the document to be used to assist with lesson planning so that all learning outcomes are met in the delivery of the course.**

## 11. End of course examination rules

### 11.1. Exam details

The examination paper is compulsory and consists of 25 questions, selected by CITB, covering all aspects of the course.

The examination pass mark is 80% (24 out of 30).

The paper consists of 22 multiple choice questions and three short written questions. There are four safety critical questions in each exam paper. **The delegate must answer all four of these questions correctly to pass the exam.** The multiple choice questions are worth 1 point each, whereas written questions can score between 1-3 marks.

The exam paper forms the basis of assessment of whether or not a delegate has successfully achieved a satisfactory level of understanding to be awarded the *Site supervision safety training scheme refresher* (SSSTS-R) certificate.

The examination lasts for 30 minutes and must be completed within this time.

Delegates are permitted to use the *Construction site supervision* (GE706) publication for the last ten minutes of the examination period.

### 11.2. Re-sits procedure

Where a delegate has achieved between 70%–77% (21, 22 or 23 out of 30) in the examination and passed the safety critical questions or has achieved the 80% pass rate but failed the safety critical questions, the delegate may re-sit the examination. This can either be on the same day or by resitting the exam by attending another course on the final day within a 90 day period (the delegate is not obliged to re-do the day's course).

The training provider must make the arrangements with the delegate and ensure that the same examination paper is not used twice.

A charge may be made to the delegate; however, this fee is left entirely to the discretion of the training provider. The training provider may also have additional costs to be recovered from the delegate and this should be agreed in advance.

Subsequent arrangements will be at the delegate's own expense.

Should a delegate fail the re-sit, they will be offered to take the SSSTS-R course again.

When a delegate scores less than 67% (20 correct answers out of 30) in the final examination, the delegate must attend the full SSSTS-R course again before they are allowed to re-sit the examination.

## **12. Trainer requirements**

Please refer to the [Quality Assurance document](#) that sets out the trainer requirements.

Please note: the SSSTS certificate will be accepted for trainer requirements if they also deliver the Health and Safety Awareness (HSA) course.