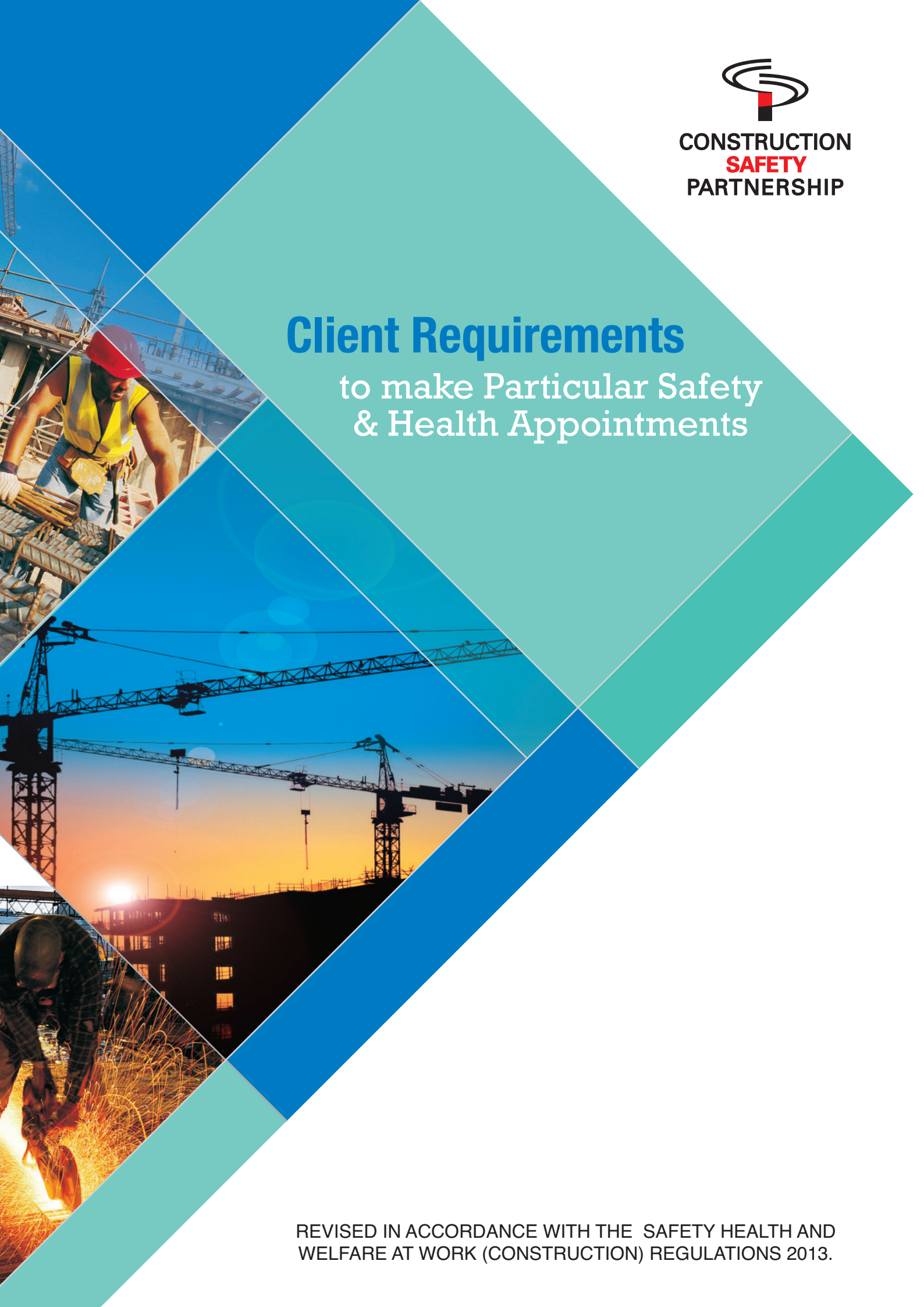




CONSTRUCTION
SAFETY
PARTNERSHIP

Client Requirements

to make Particular Safety
& Health Appointments



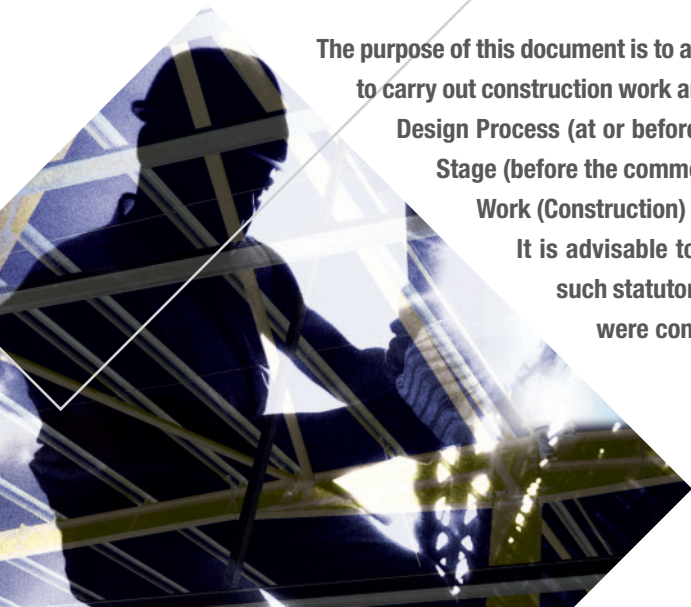
REVISED IN ACCORDANCE WITH THE SAFETY HEALTH AND
WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013.

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> **This document is aimed mainly at clients completing commercial type projects. For clients requirements on domestic type projects, see www.hsa.ie.**

The purpose of this document is to allow any individual to assess whether they are carrying out, or arranging to carry out construction work and then whether they have a requirement to appoint a Project Supervisor Design Process (at or before the commencement of design) and a Project Supervisor Construction Stage (before the commencement of construction work) under the Safety, Health and Welfare at Work (Construction) Regulations 2013 and or the Safety Health and Welfare at Work Act 2005. It is advisable to complete this document for every potential project that may require such statutory appointments. This document provides evidence that Statutory Duties were considered.



> FORM 1 - Client Checklist – Does this project involve construction work?

Project:

Assessment Completed by:

Date:

	Construction Work	Yes	No
(a)	The carrying out of any building, civil engineering or engineering construction work, other than drilling and extraction in the extractive industries and includes but is not limited to each of the following; The doing of one or more of the following with respect to a structure		
(i)	Construction	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	Alteration	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	Conversion	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	Fitting out	<input type="checkbox"/>	<input type="checkbox"/>
(v)	Commissioning	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	Renovation	<input type="checkbox"/>	<input type="checkbox"/>
(vii)	Repair	<input type="checkbox"/>	<input type="checkbox"/>
(viii)	Upkeep	<input type="checkbox"/>	<input type="checkbox"/>
(ix)	redcoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of substances or preparations classified as corrosive or toxic in accordance Regulation (EC) No. 1272/2008 of the European Parliament and of the Council on the Classification, Labelling and Packaging of substances and mixtures or of the European Communities (Classification, Packaging and Labelling of Dangerous Preparations) Regulations 2004 (S.I. No. 62 of 2004);	<input type="checkbox"/>	<input type="checkbox"/>
(x)	de-commissioning, demolition or dismantling	<input type="checkbox"/>	<input type="checkbox"/>
(xi)	Any other activity that may be construed to be construction work	<input type="checkbox"/>	<input type="checkbox"/>
(b)	the preparation for an intended structure *, including but not limited to site clearance, exploration, investigation (but not site survey) and excavation, and the laying or installing of the foundations of an intended structure;	<input type="checkbox"/>	<input type="checkbox"/>
(c)	the assembly of prefabricated elements to form a structure *, or the disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;	<input type="checkbox"/>	<input type="checkbox"/>
(d)	the removal of a structure * or part of a structure or of any product or waste resulting from demolition or dismantling of a structure or disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;	<input type="checkbox"/>	<input type="checkbox"/>
(e)	the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunication and computer systems, or similar services which are normally fixed within or to a structure *;	<input type="checkbox"/>	<input type="checkbox"/>

If Yes to any, construction work is being carried out
proceed to PSDP / PSCS Appointment Checklist - Form 2.

If No to all, construction work is not being carried out,
the Safety, Health and Welfare at Work (Construction)
Regulations 2013 do not apply.

* Structure - (a) Building, railway line or siding, tramway line, dock harbour, inland navigation system, tunnel, bridge, viaduct, waterworks, reservoir, pipe-line, underground or overground cables, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining element or assembly of elements or assembly of elements designed to preserve or alter any natural feature, and any other structure similar to the foregoing. (b) Any formwork, falsework, scaffold or other elements or assembly of elements designed or used to provide support or means of access during construction works or (c) Any fixed plant in respect of work which is installation, commissioning, de-commissioning or dismantling.

> FORM 2 - Client Checklist – PSDP / PSCS Appointment

Project:

Assessment Completed by:

1. Is the Work to last longer than 30 working days?

☐ Yes

☐ No

**Appoint a PSDP and PSCS
Notify HSA (AF1)
Preliminary safety and health plan is required**

2. Is the Work to last longer than 500 persons days?

☐ Yes

☐ No

**Appoint a PSDP and PSCS
Notify HSA (AF1)
Preliminary safety and health plan is required**

3. Does the work involve a particular risk?

☐ Yes

**Appoint a PSDP and PSCS
Preliminary safety and health plan is required**

What is the particular risk? [SEE FORM 3](#)

☐ No

4. Is there more than one contractor?

☐ Yes

☐ No

Appoint a PSDP and PSCS

No PSDP or PSCS is required

> FORM 3 Client Checklist – Does this project involve a particular risk?

Project:

Assessment Completed by:

	Work Involving Particular Risks (As listed in Schedule 1 of the SHWW (Construction) Regulations 2013) Note : Non-Exhaustive List	Yes	No
1	Work which puts persons at work at risk of –		
a	falling from a height *	<input type="checkbox"/>	<input type="checkbox"/>
b	burial under earthfalls *	<input type="checkbox"/>	<input type="checkbox"/>
c	engulfment in swampland *	<input type="checkbox"/>	<input type="checkbox"/>
2	Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.	<input type="checkbox"/>	<input type="checkbox"/>
3	Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Council Directive 96/29/Euratom.	<input type="checkbox"/>	<input type="checkbox"/>
4	Work near high voltage power lines.	<input type="checkbox"/>	<input type="checkbox"/>
5	Work exposing persons at work to the risk of drowning.	<input type="checkbox"/>	<input type="checkbox"/>
6	Work on wells, underground earthworks and tunnels.	<input type="checkbox"/>	<input type="checkbox"/>
7	Work carried out by divers at work having a system of air supply.	<input type="checkbox"/>	<input type="checkbox"/>
8	Work carried out in a caisson with a compressed-air atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>
9	Work involving the use of explosives.	<input type="checkbox"/>	<input type="checkbox"/>
10	Work involving the assembly or dismantling of heavy prefabricated components.	<input type="checkbox"/>	<input type="checkbox"/>
	Other examples of non-exhaustive risks that may constitute Particular Risks in a specific environment	Yes	No
11	Work in or adjacent to a live area where contact and interaction with users, staff, public or traffic is possible *	<input type="checkbox"/>	<input type="checkbox"/>
12	Work involving the creation of dust which could lead to Nosocomial Invasive Aspergillosis	<input type="checkbox"/>	<input type="checkbox"/>
13	Work involving the use of a naked flame *	<input type="checkbox"/>	<input type="checkbox"/>
14	Work in proximity to live existing services which could harm workers or of which the continuity of service is critical to the operation of the facility	<input type="checkbox"/>	<input type="checkbox"/>
	Other non-exhaustive Particular Risks (As prescribed by the assessor)	Yes	No
15		<input type="checkbox"/>	<input type="checkbox"/>
16		<input type="checkbox"/>	<input type="checkbox"/>
17		<input type="checkbox"/>	<input type="checkbox"/>

* where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.

> FORM 4 - Client Project Safety and Health Checklist

Project:

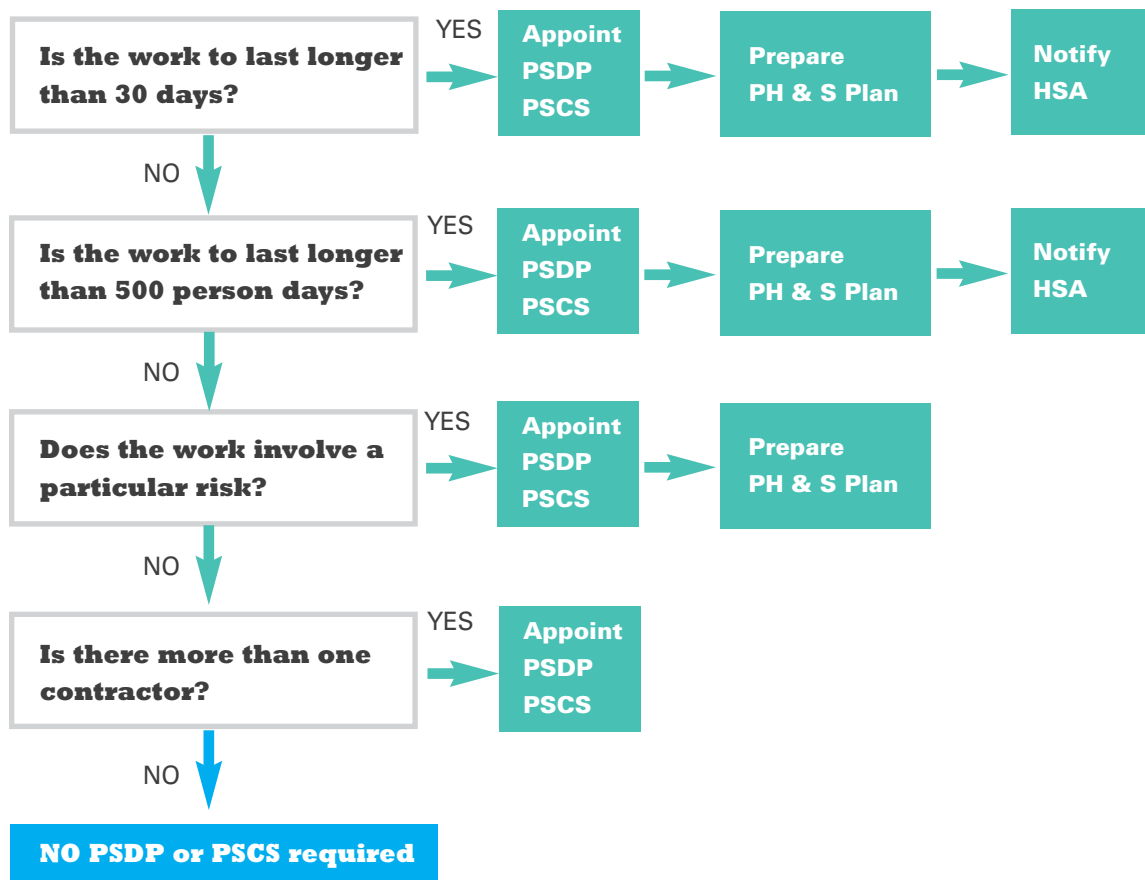
Assessment Completed by:

Tick the appropriate box as tasks are completed.

Note: You may need to discuss some of these tasks with the PSDP and/or PSCS.

	Section 1 - Procurement of the design team and PSDP	Tick when task is completed
1.1	Have you assessed the health and safety competency and resources of the PSDP appointed by you? (e.g., have they outlined 1. measures to ensure co-operation and co-ordination between designers ie. meetings etc. 2. measures to ensure the Principles of Prevention will be observed in design packages, are there adequate resources etc?)	<input type="checkbox"/>
1.2	Have you appointed the PSDP in writing?	<input type="checkbox"/>
1.3	Has the PSDP confirmed acceptance of the PSDP role in writing?	<input type="checkbox"/>
1.4	Has the Safety and Health competence and resources of designers been assessed?	<input type="checkbox"/>
1.5	Is there a written agreement with every designer appointed by you?	<input type="checkbox"/>
1.6	Does the project need to be notified to the Health and Safety Authority?	<input type="checkbox"/>
1.7	If yes to 1.6 above, have you completed AF1 form and issued this to the Health and Safety Authority?	<input type="checkbox"/>
	Section 2 – Design Process	
2.1	Have you Issued the existing Safety File (if it exists) to the design team and PSDP?	<input type="checkbox"/>
2.2	Have you issued all relevant information to the design team and PSDP?	<input type="checkbox"/>
2.3	Have the design team and PSDP identified and assessed particular risks? Incl. residual risks that may remain in post handover exit?	<input type="checkbox"/>
2.4	Has the format for the Safety File been agreed with the PSDP?	<input type="checkbox"/>
2.5	Has the PSDP prepared the preliminary Safety and Health Plan incl. reference to measures re. particular risks?	<input type="checkbox"/>
	Section 3 – Procurement of the contractor and PSCS	
3.1	Has the preliminary Safety and Health Plan been issued to those tendering for the role of PSCS or in the case of domestic work issued upon appointment of the PSCS?	<input type="checkbox"/>
3.2	Has the Safety and Health competence and resources of contractors you have appointed been assessed?	<input type="checkbox"/>
3.3	Have you appointed the Contractor in writing?	<input type="checkbox"/>
3.4	Have you assessed the health and safety competency and resources of the PSCS?	<input type="checkbox"/>
3.5	Have you appointed the PSCS in writing?	<input type="checkbox"/>
3.6	Has the PSCS confirmed acceptance of the PSCS role in writing?	<input type="checkbox"/>
3.7	Has the PSCS completed AF2 form and issued this to the Health and Safety Authority?	<input type="checkbox"/>
	Section 4– Construction and completion stage	
4.1	Has the PSCS developed the Safety & Health Plan and made reference to measures to organise co-operation between contractors and co-ordinate their activities on site? This is not a clients legal obligation and is suggested for guidance purposes.	<input type="checkbox"/>
4.2	Is health and safety managed on site and discussed at site meetings? Is there evidence of coordination & communication between contractors. This is not a clients legal obligation and is suggested for guidance purposes.	<input type="checkbox"/>
4.3	Is there checking and corrective action taken on site? This is not a clients legal obligation and is suggested for guidance purposes.	<input type="checkbox"/>
4.4	At the completion of the project have you received the Safety File from the PSDP?	<input type="checkbox"/>

When **DO YOU** have to appoint a PSDP / PSCS ?



> FORM 5 - Template form for appointment of Project Supervisor for the Design Process (PSDP)

in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013

Client:

Department:

Section:

Authorised Representative:

Position:

Project:

Location:

Stage:

Date:

**Project Supervisor for
the Design Process:**

Is hereby appointed Project Supervisor for the Design Process for the above project

Signed:

Date

By or on behalf of Client

**Project Supervisor for
the Design Process:**

Hereby accepts the appointment as Project Supervisor for the Design Process for the above project.

**Authorised
Representative:**

Position:

Signed:

Date

By or on behalf of Project Supervisor for the Design Process

> FORM 6 - Template form for appointment of Project Supervisor for the Construction Stage (PSCS)

in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013

Client:

Department:

Section:

Authorised Representative:

Position:

Project:

Location:

Stage:

Date:

**Project Supervisor for
the Construction Stage:**

Is hereby appointed Project Supervisor for the Construction Stage for the above project

Signed:

Date

By or on behalf of Client

**Project Supervisor for
the Construction Stage:**

Hereby accepts the appointment as Project Supervisor for the Construction Stage for the above project.

**Authorised
Representative:**

Position:

Signed:

Date

By or on behalf of Project Supervisor for the Construction Stage

> FORM 7 - Template form for the Completion/Termination of appointment of Project Supervisor for Design Process (PSDP)

in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013

This form is intended to be used by agreement

Client:
Department:
Section:
Authorised Representative:
Position:
Project:
Location:
Stage:
Date:
Project Supervisor for the Design Process:
Reason for termination of Appointment as PSDP

Appointment as Project Supervisor for the Design Process for the above project is hereby completed / terminated.

Signed:

Date

By or on behalf of Client

Signed:

Date

By or on behalf of PSDP

> FORM 8 - Template form for the Completion / Termination of Appointment of Project Supervisor for Construction (PSCS)

in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013

Client:

Department:

Section:

Authorised Representative:

Position:

Project:

Location:

Stage:

Date:

**Project Supervisor for
the Construction Stage:**

Reason for termination of Appointment as PSCS

Appointment as Project Supervisor for the Construction Stage for the above project is hereby completed / terminated.

Signed:

Date

By or on behalf of Client

Signed:

Date

By or on behalf of PSCS



ACEI
**Association of Consulting
Engineers of Ireland**
Cumann Innealtóirí Comhairle na h-Éireann



An Roinn Post, Fiontar agus Nuálaíochta
Department of Jobs, Enterprise and Innovation

