

Help Sheet

Use this section when you are reviewing the checklist (especially the radar chart) to develop actions that will lead to improvement.

The best place to start is PEOPLEZONE at www.constructingexcellence.org.uk T 0845 605 5556

Organisations & Initiatives	Website	Telephone	Details
ACAS - Advisory, Conciliation and Arbitration Service	www.acas.org.uk	Helpline 08457 474747	ACAS's staff are employment relations experts. They provide up-to-date information, independent, impartial and confidential advice, high quality training, and they work with employers and employees to solve problems and improve performance. Their Equality advisors provide free and confidential strategic advice to employers so they can draw up and apply policies and practices for equality among their workforce. Visit the website for guidance material/publications.
CCS - Considerate Constructors Scheme	www.ccscheme.org.uk	0800 783 1423	The Considerate Constructors Scheme is a voluntary Code of Practice, driven by the industry, which seeks to: Minimise any disturbance or negative impact (in terms of noise, dirt and inconvenience) sometimes caused by construction sites to the immediate neighbourhood. Eradicate offensive behaviour and language from construction sites. Recognise and reward the contractor's commitment to raise standards of site management, safety and environmental awareness beyond statutory duties.
CIPD - Chartered Institute of Personnel & Development	www.cipd.org.uk	020 8971 9000	The Chartered Institute of Personnel and Development (CIPD) is the professional body for those involved in the management and development of people. Provides a wide range of support and advice on many people issues.
CITB - Construction Skills	www.citb-cs.co.uk	for your local office call 01485 577577	CITB-CS provides assistance in all aspects of recruiting, training and qualifying the construction workforce, whilst working with industry partners and Government to improve the performance of the industry as a whole.
DTI - Department of Trade and Industry	www.dti.gov.uk	020 7215 5000	Provides up to date legal and policy guidance in addition to codes of practice and publications.
HSE - The Health and Safety Executive	www.hse.gov.uk	Infoline 0870 154 5500	The Health and Safety Executive ensure that risks to people's health and safety from work activities are properly controlled. They are interested in the health and safety of people at work - that includes people who may be harmed by the way work is done. They publish guidance and advice; provide an information service and carry out research.
Managing Absence Campaign	www.managingabsence.org.uk		The Managing Absence campaign which aims to give employers access to essential information about managing short-term sickness absence. The 'Managing Absence' website provides employers with information and links to organisations which can offer advice on the most effective ways of managing absence.
The Business Research Lab	www.busreslab.com		The Business Research Lab - Optimising employee satisfaction is key to the success of any business. And sound, insightful employee satisfaction research is key to understanding how to achieve that optimisation. The Business Research Lab offers an experienced professional team to help you understand and optimise your employee satisfaction programs.
WWT - Working Well Together	www.wwt.uk.com	0845 272 7500	The working well together initiative is a groundbreaking campaign developed by the Health and Safety Commission's Construction Industry Advisory Committee (CONIAC) to raise standards of health and safety within the construction industry.

Publisher	Books and Guidance
ACAS - www.acas.org.uk	Induction training (ttp ref. 5381) - This booklet aims to assist employers, employees and their representatives develop effective induction programme/exercise. It describes: Getting it right... What if I get it wrong? What are the advantages of providing induction training? How do I get it right? Where can I get more information?
CIC - www.cic.org.uk	Briefing The Team (ISBN 0 7277 2540 8) - This guide defines the briefing process, examines the factors affecting the quality of briefing and considers the criteria by which good briefing can be judged. The working group was chaired by Frank Duffy from the Construction Industry Council.

Books and Guidance

<p>Health and Safety Commission - www.hsebooks.com</p>	<p>Provision of welfare facilities at fixed construction sites (Stock Code CIS 18 Rev 1) - Provides guidance and outlines the minimum welfare facilities which should be provided or made available on fixed construction sites to comply with the Construction (Health, Safety and Welfare) Regulations 1996. Aimed at employers and the self-employed in construction and those in control of construction sites. Contents: Duties; Planning; General welfare requirements; Toilets; Washing facilities; Storing and changing clothing; Rest facilities; Drinking water; Heating.</p>
<p>Health and Safety Executive - www.hsebooks.com</p>	<p>A guide to the Construction (Health, Safety and Welfare) Regulations 1996 (Stock Code INDG 220) - Provides guidance for employers, employees and the self-employed working in construction. Contents: How the Construction (Health, Safety and Welfare) Regulations 1996 (CHSW) affect you; Who has duties under the Regulations; What are these duties; Further guidance and information.</p> <p>Construction Health & Safety Checklist in Health & Safety in Construction (Stock Code HSG 150) - This excellent checklist identifies some of the hazards found on construction sites. The questions it asks are identified to help you decide whether your site is a safe and healthy place to work. Topics include: Safe places to work; scaffolding; power assisted equipment; ladders; roof work; excavations; manual handling; hoists; cranes and lifting; plant & machinery; traffic and vehicles; fire & emergencies; hazardous substances; noise; welfare; protective clothing; electricity; protecting the public.</p> <p>Construction site transport safety (Stock Code CIS 52) - Provides guidance on the precautions necessary to ensure the safe use of compact dumpers (commonly known as site dumpers) in the construction industry. Aimed at managers and drivers and all those who influence the use of compact dumpers. Includes both articulated and rigid-frame machines with two or four-wheel drive, and with front, rotary or side-tipping skips.</p> <p>Dust and noise in the construction process (ISBN 0 7176 0768 2) - Details research undertaken on behalf of HSE and describes methods of avoiding and controlling the hazards and risks associated with dust and noise on construction sites. Dust hazards and risks arising from twelve major activities are identified, many of which can lead to disability or death unless avoided or controlled.</p> <p>Improving safety on construction sites by changing personnel behaviour (ISBN 0 7176 2467 6) - Reports on the second phase of a five-year programme of research undertaken to develop, test and implement methods of goal setting and feedback in improving safety behaviour on construction sites.</p> <p>Safe work in confined spaces (Stock Code INDG 258) - Provides guidance for employers and the self employed who carry out work in confined spaces. Contents: Confined spaces can be deadly; What is a confined space? What are the dangers from confined spaces? What the law says; Avoid entering confined spaces; Safe systems of work; Emergency procedures; Relevant law; Further guidance.</p> <p>Safety of construction transport (ISBN 0 7176 2135 9) - This SIR describes accidents and dangerous occurrences investigated by HSE inspectors and reported to HSE over the periods 1986 to 1996 and 1994 to 1999 on construction vehicles. It identifies a number of common reasons for accidents and dangerous occurrences, which may be linked to technological considerations. It also identifies International and European Standards which give design requirements for individual types of machines and common technical issues which affect the safe use of a number of different machine types. It is intended to provide information to assist in the development of standard requirements for these machines.</p> <p>The safe use of vehicles on construction sites (ISBN 0 7176 1610 x) - Provides practical guidance on the prevention of accidents by vehicles on construction sites, by avoiding hazards and controlling the risks arising from the use of vehicles in construction work. It is aimed at clients, designers, employers, managers, the self-employed, employees, safety representatives and plant hirers.</p> <p>The provision of welfare facilities at transient construction sites (Stock Code CIS 46) - Provides practical guidance on the prevention of accidents by vehicles on construction sites, by avoiding hazards and controlling the risks arising from the use of vehicles in construction work. It is aimed at clients, designers, employers, managers, the self-employed, employees, safety representatives and plant hirers.</p> <p>The absolutely essential health and safety tool kit (ISBN 0 7176 2130 0) - For the smaller construction contractor. This toolkit provides a ready checklist for health and safety problems on small construction sites. It will help you manage or avoid them and to ensure your own health and safety as well as the health and safety of the people who work for you, your clients, and others such as the public. The toolkit also acts as a signpost to more detailed advice.</p>
<p>Kogan Page - www.kogan-page.co.uk</p>	<p>Induction training: effective steps for investing in people (ISBN 0 7494 3303 5) - A practical guide to all aspects of setting up an effective induction training programme. Includes a chapter on quality issues relating to induction training and provides samples of induction programmes, checklists and examples of good practice.</p>
<p>Thomas Telford - www.ttbooks.co.uk</p>	<p>Health and safety law for the construction industry (ISBN 0 7277 3123 8) - Health and safety law for the construction industry has been specifically written to provide you with a manageable guide to the subject by identifying, through reference to particular topics, the principal sources of legislation and present a summary of the main requirements in each area.</p>