

## 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 places to start are PEOPLEZONE at [www.constructingexcellence.org.uk](http://www.constructingexcellence.org.uk) T 0845 605 5556 and ACAS [www.acas.org.uk](http://www.acas.org.uk) T 08457 474747

Organisations & Initiatives	Website	Telephone	Details
ACAS - Advisory, Conciliation and Arbitration Service	<a href="http://www.acas.org.uk">www.acas.org.uk</a>	HELPLINE 08457 474747  Minicom 0845 606 1600	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.
CIPD - Chartered Institute of Personnel and Development	<a href="http://www.cipd.co.uk">www.cipd.co.uk</a>	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	<a href="http://www.citb-cs.co.uk">www.citb-cs.co.uk</a>	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.
Employers for Work-Life-Balance	<a href="http://www.employersforworklifebalance.org.uk">www.employersforworklifebalance.org.uk</a>		Employers for Work-Life Balance has been formed by an alliance of business leaders who believe that the introduction of work-life policies has benefited their organisation. Their aim is to share best practice and establish a one-stop shop for employers for information on work-life issues. The Employers for Work-Life Balance website contains case studies, identifies business benefits, information about their action plan, work-life manual and training and partner organisations.
HSE - The Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Infoline 08701 545500	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	<a href="http://www.managingabsence.org.uk">www.managingabsence.org.uk</a>		The Managing Absence campaign 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	<a href="http://www.busreslab.com">www.busreslab.com</a>		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.
TUC - Trades Union Congress	<a href="http://www.tuc.org.uk">www.tuc.org.uk</a>	020 7636 4030	The TUC produce advice and guidance for all areas of employment and safety law many with supporting best practice examples.

Publisher	Books and Guidance
ACAS <a href="http://www.acas.org.uk">www.acas.org.uk</a>	<b>Induction training</b> (ttp ref. 5381) - This booklet aims to assist employers, employees and their representatives develop an effective induction programme/exercise.
CIC - Construction Industry Council <a href="http://www.cic.org.uk">www.cic.org.uk</a>	<b>Training the Team</b> (ISBN 0 7277 2550 5) - This report considers each of the recommendations in 'Constructing the Team' that relates to training and identifies the action to be taken by Government and industry.
Chartered Institute of Personnel and Development <a href="http://www.cipd.org.uk">www.cipd.org.uk</a>	<b>Equal Pay Guide</b> - CIPD (ISBN 0 8529 2920 x) - This Executive Briefing takes the practitioner through the business arguments for equal pay, the legal background, and explains pay audits and non-discriminatory job evaluation.
	<b>Everyone Needs a Mentor</b> (ISBN 1 8439 8054 1) - Provides detailed and practical advice on every stage of the process from matching mentors and mentees through to identifying when the mentoring relationship should come to an end.

## Books and Guidance

Health and Safety Executive [www.hsebooks.com](http://www.hsebooks.com)

**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.

**Construction Health & Safety Checklist** (Stock Code HSG150) - 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.

**Personal protective equipment (PPE)** (Stock Code CIS50) - Provides guidance regarding the legal requirements and responsibilities of employers, employees and self employed regarding head protection. Contents: Legal requirements - when should head protection be worn? Duties of employees and the self-employed; Selection of suitable safety helmets; Compatibility with the work to be done; Maintenance; Damage to the shell; Replacement; Some dos and don'ts for safety helmets; Some relevant British Standards.

**Hand-arm vibration** (ISBN 0 7176 0743 7) - Provides guidance for managers, safety representatives, technicians, engineers and health professional in deciding where there might be a risk of hand-arm vibration syndrome (HAVS) in the workplace.

**Protectin The Public – Your next move** (ISBN 0 7176 1148 5) - Provides guidance to help all those involved in construction to identify the main causes of accidents and ill health and to explain how to eliminate the hazards and control the risks. It provides practical advice on how those designing, planning, managing or carrying out construction work can minimise the risks to the public and others not directly involved. It will be of use to clients, designers, contractors, the self-employed, workers and members of the public.

**The absolutely essential health and safety tool kit** (ISBN 0 7176 2130 0) - For the smaller construction contractor, 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.

**Construction (Head Protection) Regulations 1989** (ISBN 0 7176 1478 6) - Provides guidance to all those involved in the construction industry on their legal obligations under the Construction (Head Protection) Regulations 1989. Contents: Citation, commencement and interpretation; Provision, maintenance and the replacement of suitable head protection; Ensuring suitable head protection is worn. Rules and directions; Wearing of suitable head protection; Reporting the loss of, or defect in suitable head protection; Extension outside Great Britain; Exemption certificates.

**Improving safety on construction sites by changing personnel behaviour** (ISBN 0 7176 2467 6) - Reports on a programme of research undertaken to develop, test and implement methods of goal setting and feedback in improving safety behaviour on construction sites. This report and the work it describes were funded by the Health and Safety Executive. Its contents including any opinions and/or conclusions expressed, are those of the authors alone and do not necessarily reflect HSE policy.