

Scheme rules – Appendix B

Achieving behavioural change (ABC)



ABC
2019

Site Safety Plus

Achieving behavioural change (ABC)

Course appendix B

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1. Introduction

The Achieving Behavioural Change (ABC) course provides training on the benefits of adopting behavioural change, for all contractors who work on construction and civil engineering projects.

This course is designed to provide delegates with an understanding of how attitude, behaviour, communication and worker engagement at all levels can help prevent the chances of accidents occurring.

The course can be applied to any construction situation. It features the use of the point of work assessment STAARR (Stop, Think, Assess, Act, Report and Review) and the TASK (Think first, Act safe, Stop if hazardous, and Keep safe) card. This is a simple dynamic risk assessment system used where contractors or suppliers through the life of a programme have not adopted their own system.

2. Aims and objectives

2.1. Aims

To enable delegates to:

- understand basic legal duties of employers and employees
- identify hazards and understand risk and control measures
- identify the possible causes of accidents
- appreciate the link between attitude and behaviour
- appreciate the cost of poor safety performance
- appreciate the benefits of good safety performance
- understand the use of STAARR and TASK card systems.

2.2. Objectives

At the end of the day delegates will be able to:

- understand basic legal duties of employers and employees
- identify hazards and understand need for risk assessment
- understand causes of accidents and the costs associated with poor safety performance
- identify the benefits of good safety performance
- understand and use the STAARR and TASK card systems.

3. Entry requirements

Delegates must be competent in English at operative level. The course content is suited for all ability levels.

4. Assessment

Assessment is by multiple-choice questions, which require the delegate to answer nine questions relating to the subject areas covered.

5. Delegate numbers

In order to ensure delegates share experiences and learning skills during group exercises and discussions, the minimum number of delegates per course is 4. The maximum number of delegates per course is 20. These minimum and maximum delegate numbers are not subject to an appeal.

To deliver the ABC course successfully, it is important to ensure a mix of delegates, i.e. managers, supervisors and workers to ensure effective sharing of experience and skills during the group exercises.

6. Course duration and attendance

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

7. Course publications and materials

7.1. Course publication

- STAARR/TASK cards ABC/01 Mandatory.

7.2. Suggested course materials

The following pages contain the suggested course exercises and the recommended format. These exercises are designed to be reproduced by the training provider for each delegate.

List of exercises:

- Exercise 1: Consequences of an accident
- Exercise 2: Legal duties
- Exercise 3: Health and safety problems
- Exercise 4a: Unsafe acts
- Exercise 4b: Unsafe conditions
- Exercise 5: Costs of accidents
- Exercise 6: Motivation for behavioural safety
- Exercise 7: Benefits of good health and safety performance
- Exercise 8: Use of STAARR/TASK cards.

Exercise 1: Consequences of an accident

Mr Bloggs is working on a construction project pulling cables through exposed beams, prior to the fitment of a suspended ceiling.

He falls 1.5 metres from a set of stepladders he has used many times previously.

Mr Bloggs is seriously injured.

Please answer the following questions:

1. What legislation may be relevant?

2. Who has a duty of care?

3. Who might investigate and why?

4. Could anyone be prosecuted?

5. What questions might be asked?

Exercise 2: Legal duties

In groups, list five legal duties for employers and five legal duties for employees relating to health and safety.

Employers' duties	Employees' duties
1	1
2	2
3	3
4	4
5	5

Exercise 3: Health and safety problems

In groups, list five health and safety problems you often have on site.

Problem
1.
2.
3.
4.
5.

Exercise 4a: Unsafe acts

In groups, list five unsafe acts that workers on construction sites might do.

Unsafe acts	
1.	
2.	
3.	
4.	
5.	

Exercise 4b: Unsafe conditions

In groups, list five unsafe conditions that workers on construction sites might experience.

Unsafe conditions
1.
2.
3.
4.
5.

Exercise 5: Costs of accidents

In groups, list five costs that occur when an accident happens.

Costs could be to the employer or the employee.

Costs	
1.	
2.	
3.	
4.	
5.	

Exercise 6: Motivation for behavioural safety

In groups, list five ways in which you think your manager or supervisor could motivate you to behave more safely on site.

Motivation
1.
2.
3.
4.
5.

Exercise 7: Benefits of good health and safety performance

In groups, list five benefits of good health and safety performance.

Benefits
1.
2.
3.
4.
5.

Exercise 8: Use of STAARR / TASK cards

In groups, tick the hazards that appeared in the video clips you have just seen.

Mechanical hazards:		Activity hazards:	
1. Cutting / severing		13. Hand arm vibration	
2. Friction / abrasion		14. Lifting / handling	
Electrical hazards:		15. Slips / trips / falls	
3. Electric shock		16. Moving vehicles	
4. Short circuit / overload		Environmental hazards:	
Substances:		17. Untidy site	
5. Flammable		18. Noise	
6. Toxic		19. Lighting	
7. Corrosive		20. Temperature	
8. Irritant		21. Work at height	
Environmental:		22. Falling objects	
9. Asbestos (ACMs)		Other:	
10. Dust/ fumes		23.	
Fire:		24.	
11. Naked flames			
12. Combustible materials			

8. Notes to training providers

- Tutors must read and understand HSE publication *Reducing Error and Influencing Behaviour* (HSG48) before delivering this course.
- At the start of the course, training providers must provide each delegate with their own copy of this mandatory publication 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.

9. Suggested timetable

Session	Subject	Syllabus	Reference
AM	1. Course administration	<ul style="list-style-type: none"> Welcome, registration and domestics in accordance with venue requirements. 	
	2. Course introduction	<ul style="list-style-type: none"> Explanation of the course structure, content, exercises and assessment procedure. Aims and objectives of the course (overview). 	
	3. Aims and objectives	<ul style="list-style-type: none"> Aims, objectives and expectations. 	
	Exercise 1: Consequences of an accident	<ul style="list-style-type: none"> Legislation. Duty of care. Investigations. Prosecutions. Prevention. 	Exercise 1
	4. Legal duties	<ul style="list-style-type: none"> Employer responsibilities. Employee responsibilities. 	
	Exercise 2: Legal duties	<ul style="list-style-type: none"> Employer duties. Employee duties. 	Exercise 2
	5. Hazards, risk and accidents	<ul style="list-style-type: none"> Definitions: <ul style="list-style-type: none"> Hazards Risks Accidents. Health. Behavioural. Control measures. Responsibilities. STAARR and Task Cards. 	

	Exercise 3: Safety problems	<ul style="list-style-type: none"> Identifying site safety issues. Identifying site health issues. 	Exercise 3
	6. Causes of accidents	<ul style="list-style-type: none"> Accident causes, prevention and reporting. Unsafe acts. Unsafe conditions. Cost of accidents to employer and employee. 	DVD 069 (recommended)
	Exercise 4a: Unsafe acts	<ul style="list-style-type: none"> Identifying unsafe acts. 	Exercise 4a
	Exercise 4b: Unsafe conditions	<ul style="list-style-type: none"> Identifying unsafe conditions. 	Exercise 4b
	Exercise 5: Costs of accidents	<ul style="list-style-type: none"> Identifying costs to the employee and the employer. 	Exercise 5
PM	6. Attitude, behaviour, communication and worker engagement	<ul style="list-style-type: none"> Attitudes. Impact of behaviour. Importance of clear communication. Worker engagement. Safety culture. Encouragement from supervisors/managers. 	
	Exercise 6: Motivation	<ul style="list-style-type: none"> Motivating people. Motivating self. 	Exercise 6
	7. Benefits of good safety performance	<ul style="list-style-type: none"> Benefits to employer, e.g. reputation, insurances, repeat work, better contracts. Benefits to employee, e.g. health, welfare and safe working environment. Benefits to locality / environment, e.g. no fines for pollution or exposure to dangerous substances or waste disposal. Recycling and re-use. 	

Exercise 7: Benefits	<ul style="list-style-type: none"> Identifying benefits of good site health and safety. 	Exercise 7
8. Achieving the ABC goal	<ul style="list-style-type: none"> Use of STAARR and TASK cards. Checklists. 	
Exercise 8: Use of the STAARR and TASK card	<ul style="list-style-type: none"> Delegates to watch video 'Refit: The pitfalls' and use a STAARR and TASK Card checklist to identify hazards seen in the video. 	Exercise 8 + video ' Refit: The Pitfalls'
9. Examination	<ul style="list-style-type: none"> Multiple-choice exam. 	Exam paper as allocated
10. Summary and feedback	<ul style="list-style-type: none"> Individual feedback from exam. Summary of course key points. 	
11. End of course wrap-up and administration	<ul style="list-style-type: none"> Review of aims and objectives. Did the course meet the objectives effectively? Feedback forms completed. Course paperwork completed and finalised inc. Course Assessment Reports. 	

10. End of course examination rules

10.1. Exam details

The examination paper is compulsory and consists of nine questions (25 marks) covering all aspects of the course, and is selected by CITB. It forms part of the overall assessment as to whether or not the delegate has successfully taken on the information necessary to demonstrate the course objectives have been fulfilled.

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

The examination pass marks are determined by level:

- for operatives the pass mark is 15 out of 25 (60%)
- for managers and supervisors the pass mark is 20 out of 25 (80%).

Delegates who fail the end exam will be required to attend the course again as there is no re-sit option.

11. Tutor requirements

In addition to the minimum tutor requirements referenced in the Scheme Rules tutors must have attended and achieved this course and hold a current certificate (or a current SMSTS certificate) as well as ONE of the following qualifications:

- NEBOSH National Certificate in Construction Safety and Health
- Level 4 or 5 NVQ Diploma in Occupational Health and Safety Practice (or SVQ equivalent)*
- A Health and Safety degree
- NEBOSH Diploma in Occupational Safety and Health Part 2
- NEBOSH Units A, B, C & D
- IOSH Level 6 Diploma in Safety Management (or equivalent)

**Note: The Level 5 NVQ/SVQ in Occupational Health and Safety has replaced the Level 4 within the Qualifications and Credit Framework. Holders of the Level 4 qualification with a valid certificate will be accepted.*

12. List of abbreviations

ABC	Achieving Behavioural Change
CDM	Construction (Design and Management) Regulations
STAARR	Stop, Think, Assess, Act, Report, Review
TASK	Think first, Act safe, Stop if hazardous, Keep safe