

SITE SAFETY PLUS

Construction site safety (SSSTS Workbook)



SSSTS WORKBOOK
OFFICIAL CITB
EXERCISE
ANSWERS

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Answers



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General rules, regulations and responsibilities

1 Site inductions

1.3 Exercise 1: Leadership qualities

Answer: This is a reflective activity. The order in which you rank the qualities, the three qualities you choose, and your reasons for selecting and ranking them will be unique to you. You should have explained why you consider each quality important, and how you will apply it in practice. Two examples have been provided below.

Quality	Why it is important	How will you do this?
Communication	Clear communication helps make sure that workers understand tasks, site rules and health and safety requirements, reducing the risk of mistakes, accidents and incidents.	I will give clear instructions during briefings, check that workers understand what is required, listen to any concerns raised, and encourage workers to ask questions if they are unsure.
Problem solving	Site supervisors often need to deal with issues quickly to keep work safe and on schedule.	I will assess problems calmly, speak with the team to find solutions, and take appropriate action to reduce disruption and maintain safety.

1.5 Exercise 2: Site supervisor behaviours

Answer:

Behaviour	Why it is important
Any answer that explains why the chosen behaviour is important for the role of a site supervisor is correct. Three example answers are given below.	
Always wearing the correct PPE, and following site rules.	- It sets a positive example, and encourages the team to work safely and healthily. - It re-inforces that health and safety is a priority. - It encourages workers to take responsibility for protecting themselves and others.
Giving clear work instructions.	- It ensures that workers understand risks, correct procedures and appropriate health and safety controls. - Reduces any confusion, as workers know what to do, how and when. - Ensures that consistent health and safety standards are maintained, and errors/accidents are minimised.
Leading by example and being a role model.	- There are more open conversations around health and safety. - Workers are more likely to copy what they observe, and adopt the same mindset rather than just doing as they are told. - Improved compliance with all health and safety controls and standards. - Workers will respect supervisors who lead by example. - Visible positive health and safety behaviours re-inforce good habits. Health and safety on site become a habit, not a request.

Section 1 - Knowledge check

1.1 - Which set of regulations say that site-specific inductions take place before visiting or starting work on a construction site?

Suggested answer:

Construction (Design and Management) Regulations 2015	✓
Management of Health and Safety at Work Regulations 1999	✗

1.2 - Give two different ways that a site induction could be delivered.

Suggested answer(s):

- Online training before arriving on site.
- A talk or presentation delivered on site when the worker first arrives.
- A video watched when the worker first arrives.

1.3 - Explain one thing that you could do to ensure that a worker who is not fluent in English understands safety-critical information.

Suggested answer(s):

- Provide access to a translator, so that the worker fully understands instructions.
- Use simple, clear language and avoid jargon where possible.

- Use visual aids such as diagrams, symbols or pictures to support understanding.
- Use demonstrations to show safe behaviour (e.g. how to wear PPE correctly), reducing the risk of misunderstanding.

2 Health and safety law

2.8 Exercise 3: Roles and responsibilities for health and safety

Answer: These can be located in the arrangements section of the company's health and safety policy.

2.13 Exercise 4: Site communication

Answer:

	Share information with workers ● Site inductions. ● Daily briefings. ● Toolbox talks. ● RAMS and COSHH assessment briefings. ● Safety briefings and bulletins. ● Safety stand-downs. ● Site meetings.
	Support the achievement of health and safety standards ● Ensuring that all workers follow site rules, safe systems of work and company procedures. ● Carry out regular site inspections, identify hazards and take prompt action to address any unsafe conditions or behaviours. ● All health and safety standards are consistent and a priority for everyone. ● Make sure that workers receive site inductions, briefings and toolbox talks so that they understand their responsibilities. ● Encourage open communication, and report incidents and near misses. ● Lead by example to promote a positive health and safety culture on site.
	Make sure that workers know how to report health and safety problems or concerns ● Workers must be given the opportunity to directly feed back to a site supervisor, or site-based manager with the authority to take appropriate action, about any health, safety or welfare concerns that they have. ● Encourage workers to report all accidents, incidents and near misses.
	Report and record accidents, near misses and dangerous occurrences ● Make sure that you understand and follow your company's – and the site-specific – accident reporting procedures. ● Be aware of and understand the definitions of specified injury, over-three-day and over-seven-day injuries, and dangerous occurrences. ● Understand the types of work-related illnesses and occupational diseases that must be reported.

Section 2 – Knowledge check

2.1 – Give an example of each of the below.

Daily checks that ensure systems, controls and procedures are being followed. If any issues are found, then they can be resolved quickly, and any feedback used to make improvements to the system.	Active monitoring
A combination of a person's skill, knowledge, training and experience, and their ability to apply these to carry out a task safely.	Competence
This happens after something has gone wrong, for example a near miss or an accident. The cause is investigated, and changes are made to make sure that it does not happen again.	Reactive monitoring

2.2 – What does SKEB stand for?

Answer: Skills, knowledge, experience and behaviour.

2.3 – Tick the correct definition for the term absolute duty.

If something can be done with current knowledge and technology, it must be done. Cost or convenience do not matter – if it is technically possible, you have no choice: it must be carried out.	✗
You should take steps to reduce risk - but only if the effort, cost and time are balanced with the level of risk.	✗
This is a legal requirement that must be followed, and there can be no excuses or exclusions.	✓

3 Construction (Design and Management) Regulations 2015

Section 3 – Knowledge check

3.1 – Write the correct term next to the correct definition.

Principal contractors	Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.
Principal designers	The designer appointed by the client where projects involve more than one contractor. They can be an individual or an organisation.
Contractors	Those who do the actual construction work, and can be either an individual or a company.
Workers	The people who work for or under the control of contractors on a construction site.

3.2 – Which three key documents are required under the Construction (Design and Management) Regulations 2015?

Suggested answer(s):

- Pre-construction information.
- The construction phase plan.
- The health and safety file.
- F10 (if the project meets the threshold).

3.3 – Name two things that should be considered when planning welfare facilities.

Suggested answer(s):

- How long the work will take.
- The distance to the facilities.
- If the work will involve hazardous substances.

4 Risk assessments, method statements and permits to work

4.5 Exercise 5: Minimum requirements of a risk assessment

Answers:

1. Identify things that could cause injury or illness (hazards).
2. Decide how likely harm is, and how serious it could be (risk).
3. Remove the hazard if possible – or reduce the risk with safety measures.

4.9 Exercise 6: Risk assessment

**Identify the hazard**

Mechanical unloading.

**Who might be harmed and how?**

Other works and visitors who could be struck by moving objects, a load or a vehicle.

**What is the control?**

- Segregation.
- Vehicle marshal.
- Audio warning devices fitted (beacon).
- Reversing alarms.
- Maintenance of equipment.

**Record your findings**

Record in the document the significant findings, the hazards, who could be harmed and the controls to manage the risks.

**Monitor**

Need to monitor to ensure that the controls are working. Review the risk assessment if the controls are not effective; if there are changes in the work environment; or if there are changes to a process, the use of new technologies, substances or equipment.

Elimination

Elimination of dust by having materials delivered already cut to size, rather than cutting them on site.

Substitution

To create less dust, use a block splitter rather than a disc cutter.

Engineering controls

- Isolate people from the hazard through physical means. For example, enclose the process so that dust does not escape, and install ventilation systems.
- Dust can be prevented from getting into the air by using methods such as dampening down, wet cutting or on-tool dust extraction systems to capture the dust at source.

Administrative controls

- Safe systems of work.
- Provide training to workers.
- Face-fit testing for workers wearing RPE.
- Change the way people work. For example, minimise the number of workers that are at risk, or rotate job tasks to reduce exposure time.

PPE

Provide PPE such as gloves, overalls and a respirator.

Section 4 – Knowledge check

4.1 – What is residual risk?

Suggested answer: Residual risk is the risk that remains after all reasonably practicable control measures have been put in place.

4.2 – Who keeps a copy of the permit to work?

Suggested answer(s):

- The person doing the work should have a copy of the permit available for inspection.
- The person who decided that the permit was needed.
- The person in charge of the work.
- The person who issues the permit.

4.3 – Name three types of vulnerable workers.

Suggested answer(s):

- Lone workers.
- New workers.
- Young people under 18.
- Workers who are not fluent in English.
- New and expectant mothers.

5 Statutory inspections and checks

5.5 Exercise 7: Frequency of checks

Answers:

Three examples for this exercise have been provided below.

Item	Daily	Weekly	Monthly	Occasional	How the check is recorded
Scaffold	✓	✓			Noted on scaffold tag, and scaffold inspection certificates are stored in the site records.
Site offices' electrical equipment and installation		✓			Monthly inspection checklist or log. Site register for the recording of all inspections, for audit and review purposes.
Harness	✓				Visual check every time before use. Formal documented inspection, every six months or after a fall/damage.

Section 5 – Knowledge check

5.1 – Give two reasons why it is important to maintain accurate inspection records.

Suggested answer(s):

- To provide evidence that legal requirements have been met.
- It helps to support a safer working environment.
- It shows compliance with legislation.

5.2 – From the options below, tick the ones that are true.

There must be a routine for checkin, inspecting and servicing vehicles and equipment before use.	✓
Defects or problems should be reported.	✓
Equipment can be used by any worker as long as they have read the conditions of hire.	✗

5.3 – How can you make sure that plant and vehicles are being maintained?

Suggested answer(s):

- They should have a maintenance log/record.
- Through examination records.

6 Accident prevention and reporting

Section 6 – Knowledge check

6.1 – Which is the main cause of non-fatal accidents on site?

Falls from height	✗
Slips, trips or falls on the same level	✓
Being struck by a moving object	✗

6.2 – Name two injuries that would need to be reported to the HSE.

Suggested answer(s):

- Specified injuries - fractures (other than to fingers, thumbs and toes); amputation; any crush injury etc.
- Any injury that results in a worker being unable to carry out their normal work for more than seven days.
- An injury to a member of the public that results in the injured person being taken to hospital directly from the scene of the accident.
- Fatal injury/death.

6.3 – Name two ways that a site supervisor can help to prevent accidents.

Suggested answer(s):

- Conduct regular site walkarounds.
- Keep the site tidy.
- Lead by example.
- Communicate with workers.
- Learn from previous accidents.

Health and welfare

7 Health and welfare

Section 7 – Knowledge check

7.1 – Health surveillance, screening and promotion are important for site supervisors, because...

They help manage risks in construction	✓
They replace the need to provide risk assessments	✗
They help to spot early health issues	✓
They create a safer, healthier and more productive site	✓

7.2 – What are two ways that supervisors can help reduce the impact of alcohol and drugs on site?

Suggested answer(s):

- Following site procedures and knowing how to direct workers to support.
- Spotting signs and acting quickly.
- Supporting workers who disclose problems.
- Making sure that everyone knows the rules through inductions, toolbox talks and briefings.
- Follow your company's drug and alcohol policy.

7.3 – When should personal protective equipment (PPE) be used?

When it is the cheapest option	✗
When it is the last resort	✓
When it is the easiest option	✗

8 First aid and emergency procedures

Section 8 – Knowledge check

8.1 – Who can give first aid on site?

Qualified first aider	✓
Appointed person	✗

8.2 – Which two pieces of first-aid information should be clearly displayed on site?

Suggested answer(s):

- Identification of the first aiders.
- Location of the first-aid equipment.

8.3 – What is the role of the supervisor in the first-aid needs assessment?

Suggested answer(s): Monitoring the needs assessment on site, and reporting back to managers so that any changes are completed.

9 Hazardous substances

Section 9 – Knowledge check

9.1 – Give one way to check if workers are being exposed to harmful substances.

Suggested answer(s):

- Health monitoring.
- Health surveillance.
- Health checks.

9.2 – What does WELs stand for?

Suggested answers: Workspace exposure limits.

9.3 – Tick the correct statements.

The effects of harmful substances will always be instant.	✓
The effects of harmful substances can result in long-term or permanent illness.	✓
Health surveillance is not needed if controls to exposure have been put in place.	✓
Site supervisors are responsible for ensuring that COSHH risk assessments and control measures are understood and followed.	✗

10 Asbestos

Section 10 – Knowledge check

10.1 – In what year was the use of all types of asbestos fully banned in the UK?

Suggested answer: 1999.

10.2 – Name three places where asbestos is commonly found.

Suggested answer(s):

- Thermal insulation.
- Textured ceiling coatings.
- Ceiling tiles.

10.3 – Before work starts, which two things should you check that will inform you about the possible location of asbestos on site?

Suggested answer(s):

- Asbestos survey.
- Asbestos register.

11 Dust and fumes (respiratory hazards)

11.3 Exercise 8: Respiratory diseases and their impact on workers' health

Disease	Symptoms	Cause
Chronic obstructive pulmonary disease (COPD)	● Difficulty breathing. ● Shortness of breath and/or wheezing. ● Persistent chesty cough and phlegm. ● Frequent and bad chest infections.	● Breathing in dusts and fumes. ● Smoking.
Silicosis	● Loss of lung function. ● Serious breathing problems and severe shortness of breath. ● Difficulty with or not being able to walk short distances or climb stairs. ● Having no energy to complete common everyday activities.	● Breathing in large amounts of respirable crystalline silica (RCS) over time when certain construction materials (concrete, bricks, ceramic tiles, granite, rock or slates) are cut, sanded, drilled or blasted.
Lung cancer	● Coughing. ● Tightness in the chest. ● Fluid on the lungs.	● Exposure to gases and fine particles.
Nasal cancer	● Persistent blocked nose. ● Nosebleeds. ● Reduced sense of smell. ● Mucus discharge. ● Pain or numbness in the face.	● Breathing in hardwood dust

Section 11 – Knowledge check

11.1 – One of the responsibilities of a site supervisor should be to control respiratory hazards.

True	✓
False	✗

11.2 – Name three respiratory illnesses connected to construction work.

Suggested answer(s):

- Chronic obstructive pulmonary disease (COPD).
- Silicosis.
- Lung and nasal cancer.

- Occupational asthma.
- Legionellosis.
- Psittacosis.
- Aspergillosis.

11.3 – Silica is the highest risk substance to construction workers after asbestos.

True	✓
False	✗

12 Noise and vibration

12.5 Exercise 9: Applying control measures for noise

Source	Path	Receiver
Change the equipment	Move the equipment further away	Limit the number of people nearby
Use quieter equipment	Use noise enclosures	Limit the exposure time
Fit noise controls to equipment such as acoustic covers and mufflers	Control the layout. Segregate noisy activities from quiet work areas	Training and awareness

Section 12 – Knowledge check

12.1 – Write the correct term next to the correct definition.

Exposure action value	The level that employers must take steps to reduce exposure to (as far as reasonably possible).
Daily dose	The level of noise exposure which must not be exceeded.
Exposure limit value	The maximum daily vibration level that workers can be exposed to.

12.2 – Write down an example of a piece of equipment that could cause hand-arm vibration (HAVS) and describe a control measure that could reduce the risk.

Suggested answer:

Equipment	Control
Any correct answer is acceptable if it is with the correct control measure, i.e. pneumatic drill.	● Limit the amount of time that a worker uses the drill for. ● Make sure that control measures are in place. ● Give information and training to workers.

12.3 – Using the correct PPE to reduce exposure to high noise levels should be a last resort, after other control measures have been put in place.

True	✓
False	✗

13 Manual handling

Section 13 – Knowledge check

13.1 – Complete the table below by placing a tick next to the areas of the body that can be affected by manual handling.

Suggested answers: All areas are correct.

13.2 – State one way in which a task could be controlled to make manual handling easier?

Suggested answer: Any answer that involves reducing the load, using mechanical aids, planning a good route or team lifting is acceptable.

13.3 – Identify two considerations of a manual-handling risk assessment.

Suggested answer(s):

- Identify the task.
- How often the task is done.
- Whether there is any twisting, bending, stretching or awkward positions involved.

General safety

14 Health and welfare

Section 14 – Knowledge check

14.1 – Identify three areas that a site supervisor must regularly monitor after site setup.

Suggested answer(s):

- The ground conditions.
- Separation of pedestrian and vehicle routes.
- Site lighting.
- Welfare facilities.

14.2 – List four consequences of not having in place effective site security precaution in place.

Suggested answer(s):

- Theft of materials and equipment.
- Vandalism.
- Unauthorised access.
- Injury to the public and accidents.
- Project delays and increased costs.
- Arson.

14.3 – What additional security measures might be required on a site next to a school or public footpath?

- Enhanced perimeter security.
- Anti-climb fencing.
- Noise and dust controls (e.g. debris netting or covered walkways).
- Increased supervision and access control.
- Strict traffic management and delivery controls (especially at school times).
- Traffic marshal/gateperson.
- Additional site safety signage.
- Security guards or closed-circuit television (CCTV) cameras.

15 Fire safety

Section 15 – Knowledge check

15.1 – Name three things included in the fire safety plan.

Suggested answer(s):

- Emergency procedures.
- Safe storage of flammable materials.
- Fire escape routes.
- Location of assembly points.
- Location and type of firefighting appliances.
- Procedure of raising the alarm on site.
- Procedure for contacting emergency services.

15.2 – As a supervisor, what are your responsibilities for fire safety?

Suggested answer(s):

- Making sure that fire control measures are followed.
- Make sure that people have the right training and awareness.

15.3 – Name four common causes of fires on a construction site.

Suggested answer(s):

- Hot work.
- Accidental fires.
- Arson.

ANSWERS

- Electrical faults.
- Flammable materials.
- Incorrect storage of materials.

16 Electrical safety

16.3 Exercise 10: What to do in an emergency

1.	<i>Do not touch the casualty</i>
2.	<i>Isolate the power supply</i>
3.	<i>Move the casualty away from the electrical source with a non-conductor</i>
4.	<i>Seek prompt help from a first aider and telephone the emergency services</i>

Section 16 – Knowledge check

16.1 – If someone is in contact with live electricity, you should touch them straight away to pull them clear.

True	✗
False	✓

16.2 – Why is electrical work especially dangerous during refurbishment or demolition?

Suggested answer: Electrical hazards are often not visible or immediately noticeable. They can be struck by machinery or cut during refurbishment, renovation or demolition work, potentially causing instant death if contact is made with live wires or electrified metal. Cables may not be isolated, may be old and damaged, and no plans might be available to show the location of cables or if the cables have been moved.

16.3 – Name two accidents or incidents that can be caused by electrical faults or damaged equipment.

Suggested answer(s):

- Fire.
- Electrocution.
- Overheating of machinery.
- Explosion.
- Short circuiting.

17 Safe working practices for site lifting operations

Section 17 – Knowledge check

17.1 – Name two documents that must be in place before a lifting operation begins.

Suggested answer(s):

- Lifting plan.
- Risk assessment.
- Method statement.

17.2. – What must a supervisor check that a worker has when they are involved in a lifting operation under their supervision?

Suggested answer(s):

- Have significant practical experience in complex lifting operations, including how to manage the risks involved.
- Trained, qualified, competent and authorised to do the work.
- Understanding of the lift plan and risk assessment.
- The correct equipment and PPE.

17.3 – Why must the person planning the lift be competent?

Suggested answer: The person planning the lift must be competent to ensure that the lifting operation is carried out safely and effectively, with all risks properly identified, assessed and controlled.

18 Control and management of plant and work equipment

Section 18 – Knowledge check

18.1 – Name two checks that a supervisor should make to ensure that plant or equipment is safe to use before work starts.

Suggested answer(s):

- Equipment is visually checked before use.
- It has been maintained and inspected at required intervals.
- Controls are clearly marked.
- Correct guarding is being used.
- Safety devices are fitted.

18.2 – Why is it important to follow correct waste procedures when disposing of batteries, such as lithium-ion batteries?

Suggested answer: Following correct waste procedures for batteries, such as lithium-ion batteries, helps prevent fires, protects the environment from harmful chemicals and ensures that materials can be safely recycled. It also ensures that it complies with waste regulations.

18.3 – Give three reasons why site supervisors must be integral in the control and monitoring of RAMS.

Suggested answer(s):

- Ensure that control measures are properly implemented and followed on site.
- Monitor work activities and address any unsafe practices or change in conditions.
- Communicate requirements clearly, and ensure that workers understand and comply with the RAMS.

High-risk activities

19 Working at height

Section 19 – Knowledge check

19.1 – Tick which of the following steps in the working-at-height hierarchy this is: “Minimise the distance and/or consequences of a fall using personal protection.”

Step four	×
Step five	×
Step six	✓

19.2 – When should PPE be used to minimise the distance or consequence of a fall from height?

Suggested answer: When it is the last possible option.

19.3 – Name two control measures that should be in place before work at height takes place.

Suggested answer(s):

- Ensure that workers understand the RAMS for the activity.
- All inspections and reports are completed by a competent person.
- For fragile surfaces, ensure that specific controls are in place e.g. a fall-arrest system.
- Work equipment selected for the task should be suitable for its intended purpose and be used correctly.
- Make sure that suitable barriers and signs are in place.
- Ensure that work equipment tags are in place and up to date in line with inspection frequency (e.g. scaffold or ladder tags).

20 Excavations

Section 20 – Knowledge check

20.1 – At which of the two excavation depths do the most deaths occur?

Over 3 m	×
Below 2.5 m	✓

20.2 – State two controls that must be part of the safe system of work for excavations.

Suggested answer(s):

- Permit to dig/break ground and RAMS must be communicated and understood.
- There must be adequate and appropriate support systems in place.

20.3 – Which colours will the following underground services usually be?

Suggested answer(s):

- **Water** – blue, black or grey.
- **Electricity** – black or red (orange for street lighting).
- **Gas** – yellow.

21 Underground and overhead services

Section 21 – Knowledge check

21.1. – State one way that underground services can be located before any digging takes place.

Suggested answer(s):

- Marker posts.
- Equipment used to locate.
- Use of trial, hand-dug holes.
- Plans from service owners.

21.2 – If it is not possible to isolate the overhead electricity supply, which two things must be done?

Suggested answer(s):

- Put in place safe systems of work.
- Establish minimum safe working distances.
- Display warning signs.

21.3 – If at any point information is missing or unclear, what must happen?

Suggested answer: Work must be stopped, reviewed and re-planned.

22 Confined spaces

Section 22 – Knowledge check

22.1 – Tick the correct defining feature of a confined space.

Suggested answer(s):

It is always enclosed.	✗
It is not always entirely enclosed.	✓
It is always small.	✗

22.2 – What are two potential hazards in a confined space?

Suggested answer(s):

- Oxygen deprivation and suffocation.
- Excess oxygen.
- Toxic atmosphere.
- Flammable and explosive atmospheres.
- Hostile environments.

22.3 – Why is having an emergency rescue plan important?

Suggested answer: Any answer that relates to the fact that many deaths in confined space occur due to improvised rescue.

23 Temporary works

Section 23 – Knowledge check

23.1 – Give three examples of temporary works.

Suggested answer(s):

- Site hoardings.
- Site cabins.
- Access road and granular platforms.
- Propping.
- Excavation support.
- Building support.
- Formwork and falsework.

23.2 – Who is responsible for “knowing what needs to be done to keep temporary works safe, when it needs to be done, and is responsible for doing it”?

Temporary works supervisor	✓
Temporary works co-ordinator	✗

23.3 – List three control measure for temporary works.

Suggested answer(s):

- Ensure that temporary works are designed and checked by a suitably qualified and competent person.
- Carry out regular inspections.
- Ensure that safe systems of work are followed.
- Provide clear communication and supervision, so that workers understand safe methods and they are followed.

Environmental awareness

24 Effective environmental and waste management

Section 24 – Knowledge check

24.1 – Imagine the following situation on a construction site: a stockpile of contaminated soil has been dumped next to a drain. Identify one environmental impact and suggest one control measure.

Suggested answer(s):

- Contaminants could enter the drain and pollute local watercourses. Ensure that stockpiles are away from drains, and install bunding or covers to prevent runoff.
- Harm to wildlife due to polluted water or soil. Store contaminated soil in a designated, contained area and arrange for safe disposal by a licensed contractors.
- Soil contamination spreading to surrounding ground. Use impermeable sheeting and containment measures to prevent spread.

24.2 – Imagine you are an inspector for the Environment Agency. You are carrying out some routine inspections of higher-risk sites in your geographical area. List three things that you would check immediately to assess whether the site is doing everything possible to protect the environment.

Suggested answer(s):

- Check that an environmental management plan (EMP) is in place, and is followed and monitored.
- Check that the correct environmental controls are in place, understood by all workers, inspected and reviewed regularly (e.g. waste segregation).
- Make sure that the correct spill kits are available, and that workers know how and when to use them.
- Check that workers know how to respond to an environmental incident.

24.3 – When an environmental incident happens, it must be dealt with immediately. The diagram shows the four broad steps that must be followed. Which two steps are missing from the process?

Suggested answer:

