



CDM2015

The Construction
(Design and Management)
Regulations 2015

Industry guidance for
Workers

CDM15/6

This industry guidance has been produced by members of CONIAC (Construction Industry Advisory Committee).



Published by CITB, Bircham Newton, King's Lynn, Norfolk PE31 6RH

© Construction Industry Training Board 2015

CITB is registered as a charity in England and Wales (Reg No 264289)
and in Scotland (Reg No SC044875)

First published 2015

ISBN 978-1-85751-394-3

CITB has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance only and not as a replacement for current regulations, existing standards or as a substitute for legal advice and is presented without any warranty, either express or implied, as to its accuracy. In no event will CITB be liable for any damages arising from reliance upon its content.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission in writing from CITB save that it may be read and saved by the original recipient, for whose private use it was originally intended.



1. Introduction	4	5. Co-operation and co-ordination	12
1.1 General introduction	4	5.1 The construction phase plan	12
1.2 What is this guidance for?	5	5.2 Working better together	12
1.3 Why do we need CDM 2015?	5	5.3 The principal contractor	13
2. What do the Regulations mean for you?	6	6. Skills, knowledge, training and experience	14
2.1 What sites have to comply with CDM?	6	6.1 What do we mean by competent?	14
2.2 What should you expect while you are on site?	6	6.2 How do you prove that you're competent enough to work on site?	14
3. Consulting and involving you with health and safety on site	8	7. What does good look like?	15
3.1 Why consultation is important	8	7.1 There is a clear commitment to health and safety	15
3.2 How can employers consult and engage with workers?	9	7.2 Workers are involved in health and safety decisions	15
3.3 Worker health and safety representatives	9	7.3 Health and safety is treated as a priority	15
3.4 The benefits of having representatives	9	7.4 Everyone contributes to health and safety	16
3.5 Training for health and safety representatives	9	7.5 Health and safety is measured	16
		7.6 Both safety and health risks are managed	16
		7.7 Everyone learns from experience	16
4. What information should you give and receive?	10	Annex A: Further information	17
4.1 Information before you start work on site	10		
4.2 Reporting incidents and near misses	11	Acknowledgements	18
4.3 Serious and imminent danger	11		
4.4 If English is not your first language	11		
4.5 Providing information on smaller sites	11		

1 Introduction

1.1 General introduction

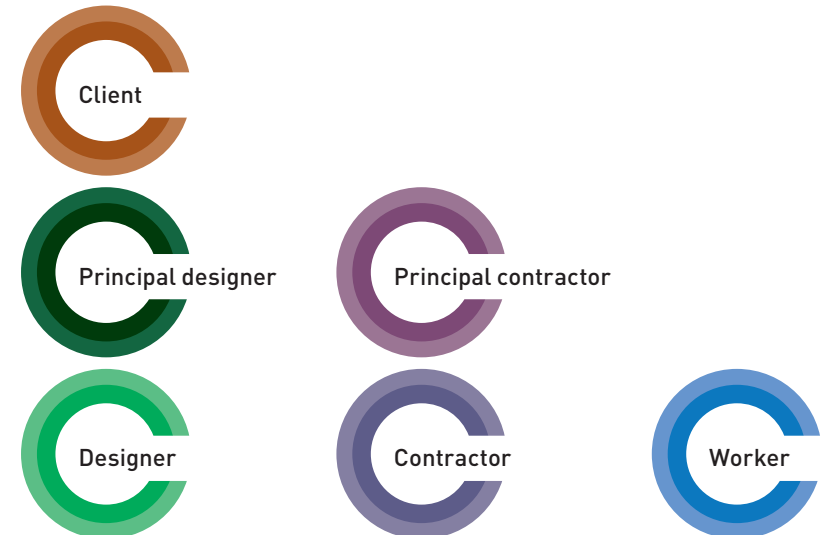
The Construction (Design and Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

This industry guidance explains what to expect of your employer and the site you are working on, and what they will expect of you to help keep yourself and your colleagues healthy and safe.

There are six guides: one for each of the five duty holders under CDM and an additional one for workers.

The six guides are:



These guides should help you better understand your role, and that of other duty holders.

The Health and Safety Executive (HSE) has produced the CDM L-series to offer further guidance. It is downloadable from the HSE website: www.hse.gov.uk/construction.

1.2 What is this guidance for?

This guidance has been produced by representatives of the construction industry and describes:

- what information you should receive
- what those who have responsibility for you should do to ensure that you and your union safety representatives or other representatives are involved and engaged in how health and safety is managed on site
- the responsibilities that you have.



1.3 Why do we need CDM 2015?

The construction industry is one of the most dangerous industries in which to work. Although incidents have reduced drastically in the past 20 years, there are still many fatal and serious injuries. Occupational illnesses – such as asbestos-related diseases, cancers and respiratory problems caused by exposure to dusts, chemicals and fumes – are widespread.

The Construction (Design and Management) Regulations 2015 help workers and managers work together to improve health and safety, resulting in fewer construction workers dying, being injured or becoming ill through the work they do.



2 What do the Regulations mean for you?

This section explains why it is important to know how CDM 2015 affects you and your work.

2.1 What sites have to comply with CDM?

CDM applies to all sites.

Many fatal and major injuries happen at smaller sites, during repair and maintenance and on domestic jobs.

No two sites are the same and each one will have its own method of involving workers in securing health and safety. Smaller projects will probably use more informal means of communication, such as discussing the health and safety risks over a tea or coffee before work starts.

On larger projects where workers from several contractors are working together, more formal methods of communication, such as health and safety committees and safety representatives, will be in place. These are likely to be combined with informal approaches.

2.2 What should you expect while you are on site?

Regardless of what size of site you are working on, basic standards must be in place. Some of these are about providing information to workers, some are about engaging with workers like you, and some are about providing welfare facilities.



2 What do the Regulations mean for you?



You should expect your employer, the contractor or principal contractor to:

- provide information about health and safety to you, including a site induction
- ensure that you have the necessary training to work safely and healthily
- consult and engage with you on health and safety
- foster a workplace culture of respect and trust. This will result in you and management having a better understanding of any health and safety concerns that are raised
- provide appropriate supervision, depending on work activities being carried out and the skills, knowledge and experience of individuals
- make sure that health hazards are managed as well as safety hazards, and that health risks are clearly communicated to you, along with the details of control measures
- explain the arrangements for co-operation and co-ordination between your employer and other contractors
- make sure that there are adequate, clean and accessible welfare facilities (such as toilets and washrooms) for both men and women
- comply with legal health and safety requirements for construction sites.



3 Consulting and involving you with health and safety on site

Employers need to explain how health and safety will be managed on site, and take into account your concerns and feedback.

3.1 Why consultation is important

Consultation and engagement is much more than being given information. It is about employers listening and taking account of what you say before decisions that affect your health and safety are made.

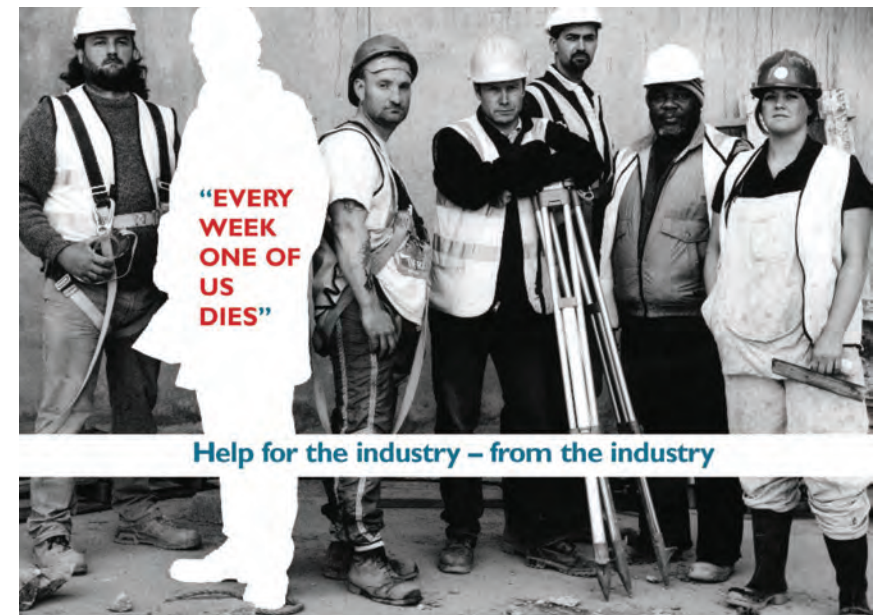
There are different ways to engage the workforce. Engagement must be two-way:

- top-down (from the employer, principal contractor or principal designer)
- and**
- bottom-up (from the workers).

Just informing you about health and safety rules is not genuine worker engagement.

Consultation will involve both formal and informal methods.

Employers should consult and engage with all workers on health and safety matters, either through their safety representatives or directly with workers where there are no safety representatives.





3.2 How can employers consult and engage with workers?

Here are some ways in which employers can consult and engage with you both formally and informally.

- Talking to and listening to trade union safety representatives or other appointed representatives.
- Setting up health and safety committees or forums for you to attend.
- Having regular review meetings to consult you and get feedback on health and safety issues.
- Using inductions, daily briefings and site-wide meetings to explain what is happening and to listen to and act upon your comments.
- Using toolbox talks to focus on specific health and safety issues.
- Managers informally walking about the site and talking to you directly.
- Setting up a system on site that lets you report problems or suggest safer ways of working.

3.3 Worker health and safety representatives

Two types of safety representatives are recognised by law.

Union safety representatives

- They are appointed by trade unions under the Safety Representatives and Safety Committees Regulations 1977. The major trade unions in the construction sector are GMB, UCATT and Unite.
- They must be consulted by the employer about health and safety issues.
- They have a wide-ranging role that allows them to be actively involved in representing the workforce on health and safety issues.

For more information visit
www.tuc.org.uk/workplace-issues/health-and-safety/safety-representatives.

Representatives of employee safety

- They are elected by the workforce on site under the Health and Safety (Consultation with Employees) Regulations 1996 when there are no trade unions on site.
- If only one person agrees to be a representative then they can just be nominated by the employees.

For more information, refer to www.hse.gov.uk/involvement/1996.htm.

3.4 The benefits of having representatives

Employers are not responsible for appointing safety representatives but they should foster a culture which encourages involvement of workers and their representatives. This should have the positive result of being able to deal with people's concerns quickly. In addition, ideas about working more safely can be discussed and agreed jointly so they can be put into practice on site to benefit everyone.

Everyone on site should be treated fairly and equally. No one should feel threatened or disadvantaged for raising health and safety concerns.

3.5 Training for health and safety representatives

Both types of safety representatives are entitled to paid time off for training to help them carry out their role and to keep them up to date with health and safety developments.

- Safety representatives appointed by trade unions are trained by their union or the TUC.
- Employers need to arrange training for the safety representatives who are elected by the workforce (where there are no trade unions).

This training enables these representatives to help make sure that the health and safety measures on site will protect you.

For more information about safety representatives, refer to
www.hse.gov.uk/involvement/hsrepresentatives.htm.

4 What information should you give and receive?

Your employer and the principal contractor have to provide you with the information you need to do your work safely and without risking your health.

4.1 Information before you start work on site

You must have a site-specific induction to inform you of the particular risks associated with the site and the arrangements which have been made to control these risks. The amount of detail provided in the induction will be linked to the nature of the risk involved.

The induction should clearly describe:

- the commitment of management to health and safety
- details of the project
- the name of the person who organises health and safety procedures on site, and how to contact them
- the name of the worker safety representative(s), and how to contact them (they may come to speak to you at the induction)
- arrangements for consulting and involving workers on health and safety
- site-specific health and safety risks, including the impact of other people working nearby
- arrangements for protective equipment, including what is needed, where to find it and how to use it
- arrangements for first aid and the location of toilets, washing and canteen facilities
- the site rules you must follow, including housekeeping, security and emergency procedures
- how to report anything that might be a danger to you or others
- any planned training (such as toolbox talks)
- individual workers' responsibility for health and safety.

Further information must be provided on an ongoing basis if the situation changes.

4.2 Reporting incidents and near misses

You need to know how to report incidents, injuries and near misses, and who to report them to. There is also a legal requirement for your employer to report certain specified incidents to the HSE. You can find out more on the HSE's website www.hse.gov.uk/riddor.

Principal contractors and site managers should keep track of where and how incidents, injuries and near misses occur so they can prioritise what needs to be done to prevent any recurrence, and keep you informed and involved in any action to be taken.

Where health and safety risks and hazards are not adequately controlled site managers must take appropriate action. This is particularly important for near misses, because by working together it is possible to solve problems before a more serious incident happens.

4.3 Serious and imminent danger

Serious or imminent danger means that the risk of injury or ill health is life threatening or could cause serious injury or ill health, and that the danger will appear as soon as the work begins.

If there is serious or imminent danger at your site, you should stop work and immediately go to a safe place. You should also alert your supervisor and work colleagues to danger.

Contractors should make sure that you are aware of this and that you know what the procedures are to deal with dangerous situations.

4.4 If English is not your first language

Contractors will need to use other ways of telling you about health and safety, such as:

- translating the site rules
- using interpreters for inductions and task briefings
- replacing written notices with clear symbols or diagrams.

4.5 Providing information on smaller sites

On smaller sites, including domestic jobs, information may be given verbally during discussions and by simply looking at the job. The important information should be discussed and exchanged whilst talking through the work to be done.

This will generally be:

- identifying the hazards
- discussing how they are to be controlled
- discussing how your work will affect others
- discussing how others' work might affect you.



5 Co-operation and co-ordination

The principal contractor has to put in place measures that will allow effective co-operation and co-ordination between themselves and all the contractors and workers on site.

5.1 The construction phase plan

The principal contractor is responsible for co-ordinating worker engagement and the details could be recorded in the construction phase plan.

The arrangements in the construction phase plan must be updated when conditions on site change and must cover all workers, even those who are only on site for a short time.

5.2 Working better together

Workplaces where workers are involved in taking decisions about health and safety are safer and healthier.

Collaboration with workers helps contractors to manage health and safety in a practical way by:

- helping to spot workplace risks
- making sure health and safety controls are practical
- increasing the level of commitment by everyone to working in a safe and healthy way.



5 Co-operation and co-ordination



Consultation involves not only contractors giving information to workers, but also listening to them and taking account of their views, skills and other capabilities before making health and safety decisions. Issues you should be consulted on include:

- risks arising from your work
- proposals to manage and/or control these risks
- the best ways of providing information and training.

You and your safety representatives should be able to contribute to the parts of the plans that will affect you, such as any health and safety method statements or similar documents, especially as you might be able to share your knowledge, such as your specialist trade working practices, skills or experience.



5.3 The principal contractor

The principal contractor should:

- set clear health and safety standards, and make sure that enough time and effort is invested to make these happen
- make sure that workers are involved and consulted in matters of site health and safety that could affect them
- ensure that everyone on site – contractors and workers – are co-operating effectively on all health and safety matters.

Together, these measures will help to ensure that everyone is kept safe and healthy.



6 Skills, knowledge, training and experience

To work safely, everyone working on site needs to be competent or supervised closely by someone who is.

Anyone responsible for putting people to work on a construction site must ensure they have obtained, or are in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the job or task in hand.

To gain the necessary skills and knowledge, appropriate training needs to be provided by your employer. Being competent is not the same as simply being trained to do a job.

6.1 What do we mean by competent?

Competence is more than just training or qualifications. It's about knowing how to do your job safely – having the right skills, knowledge, training, experience and attitude to make sure that you won't be harmed, and that no-one else will be harmed, by your work.

It also means that you understand your limitations. You know what you can and can't do safely, and you know if, when and how to get the help that you need, and so does your supervisor and employer. It means that you know the standards for the work that you do.

Finally, it's about knowing how your work affects others on site – whether the work you are doing will create a hazard during or after you work, and making sure you let the right people on site know about it.

Not everyone on site will be competent from day one. Trainees, apprentices, young workers, newly qualified workers and workers who are new to a site or process are often at higher risk due to their inexperience.

Even experienced workers may have become complacent or their physical well-being may have been affected, so that they may not demonstrate the correct behaviours expected to work safely. That doesn't mean that they can't work on site but it does mean that they may need to be more closely supervised until they are able to work safely.

6.2 How do you prove that you're competent enough to work on site?

Some elements of competence can be proven by providing details of training courses that you have completed and copies of certificates for any qualifications that you possess.

Other ways of demonstrating competence include:

- showing a portfolio of work from previous jobs
- providing references
- showing time served elsewhere
- taking an on-site assessment.

If you feel you need training, information or supervision, ASK for it.

7 What does good look like?

This section identifies sound industry practice. The examples illustrate how worker involvement and consultation can make construction sites safer and healthier so everyone can return to their families at the end of each day.

7.1 There is a clear commitment to health and safety

There is strong commitment to good health and safety management on site demonstrated by both management and workers co-operating on health and safety matters. Everyone is proactive in raising health and safety standards (for example, in addition to reporting concerns, they feel able to volunteer ideas and suggestions without being prompted).

7.2 Workers are involved in health and safety decisions

As well as being involved in making health and safety decisions with managers, workers also have responsibility for making some health and safety decisions themselves that are relevant to the tasks they are carrying out. Workers are provided with appropriate training and support to enable them to participate.

7.3 Health and safety is treated as a priority

Everyone knows that health and safety is a priority. It is not simply about getting the job done as quickly as possible. All workers receive appropriate training for their role. Workers can stop work in situations they view as being unsafe.



7.4 Everyone contributes to health and safety

Everyone knows what to do to ensure that health and safety requirements are complied with. This involves everyone putting every effort into preventing accidents, incidents and ill health.

The culture means everyone is able to challenge practices to improve health and safety standards.

7.5 Health and safety is measured

Incidents, near misses and ill health are reported and recorded. Site managers share the information with workers to check the effectiveness of the measures taken, identify problems and work out how to fix them.

7.6 Both safety and health risks are managed

Health risks are managed in the same way as safety risks, by assessing hazards and putting the necessary controls in place.

Work processes that expose workers to health hazards, such as asbestos, dust and diesel emissions, are avoided.

All workers are consulted on health hazards, including those working for sub-contractors.

Site health issues affecting workers must be managed and not just monitored.

7.7 Everyone learns from experience

This involves not just training workers but learning, and communicating the lessons, from any incidents, and learning from other organisations and industries.



Annex A Further information



HSE construction pages

www.hse.gov.uk/construction

Leadership and worker involvement toolkit

www.hse.gov.uk/construction/lwit

GMB website

www.gmb.org.uk

UCATT website

www.ucatt.org.uk

Unite website

www.unitetheunion.org

CDM industry guidance

www.citb.co.uk/cdmregs

For more about legal duties, see HSE's leaflet *Consulting employees on health and safety: A brief guide to the law (INDG232)*

www.hse.gov.uk/pubns/indg232.htm

Worker involvement website

www.hse.gov.uk/involvement

CONIAC

www.hse.gov.uk/aboutus/meetings/iacs/coniac

The Construction Industry Advisory Committee (CONIAC) wishes to acknowledge the assistance offered by the following organisations and people in the preparation of the CDM industry guidance.

Industry guidance group	Organisations	Company/individual
Steering group (SG)	Clients Principal designers Designers Principal contractors Contractors Workers Health and Safety Executive (HSE) Construction Industry Training Board (CITB)	Clive Johnson – Land Securities Richard Hulland – Atkins David Lambert – Kier Group plc John Scott – Morgan Sindall Group plc Paul Haxell – Bovis Homes Limited Daniel Shears – GMB Peter Wilson – UCATT Susan Murray – Unite the Union Philip White – HSE Chief Construction Inspector Russell Adfield – HSE CDM Unit Simon Longbottom – HSE CDM Unit Gordon Crick – HSE CDM Unit The Revd Kevin Fear (SG Chair) – CITB Lee Fisk – CITB
Client working group (WG)	Construction Client Group (CCG)	Clive Johnson (WG chair & SG) – CCG James McClune – AWE plc Patrick Brown – British Property Federation Gren Tipper – Construction Client Group James Preston-Hood – Grosvenor Ltd David Pyle – Heathrow Airport Limited Ian Simms – Royal Mail plc Dylan Roberts – Skanska UK plc
Principal designer working group (WG)	Consultants' Health and Safety Forum (CHSF)	Richard Hulland (WG chair & SG) Louise Page – Atkins Steve Jones – Hyder Consulting Ltd Laura Hague – Mott MacDonald Richard Habgood – APS Paul Bramley and Brian Street – AstraZeneca Andrew Norton – Formm Ltd Thouria Istephan – Foster + Partners Billy Hare – Glasgow Caledonian University

Industry guidance group	Organisations	Company/individual
Designer working group (WG)	Institution of Civil Engineers (ICE) Institution of Structural Engineers (ISE) Royal Institute of British Architects (RIBA) Designers' Initiative on Health and Safety (DIOHAS) UK Contractors Group (UKCG)	David Lambert (WG chair & SG) – ICE, UKCG Russ Charnock – Amec Foster Wheeler plc Janet T Beckett – Carbon Saver Consultancy Ltd Simon Collins – IStructE, collinshallgreen David Allsop – GSS Architecture Geoffrey Austen – Pebbles Consultancy Ltd Paul Bussey – Scott Brownrigg Ltd, RIBA, DIOHAS
Principal Contractor & Contractor working group (WG)	Civil Engineering Contractors Association (CECA) Federation of Master Builders (FMB) Home Builders Federation (HBF) National Federation of Builders (NFB) National Specialist Contractors Council (NSCC) Specialist Engineering Contractors Group (SEC Group) UK Contractors Group (UKCG)	Paul Haxell (Joint WG chair & SG) – HBF, IOSH John Scott (Joint WG chair & SG) – NSCC, UKCG Edward Fendt – SEC Group, B&ES and ECA Alan Muddiman – CECA Rob Gutteridge – FMB David Parsons – NFB Paul Reeve – SEC Group
Worker working group (WG)	Unions	Daniel Shears (Joint WG chair & SG) – GMB Peter Wilson (Joint WG chair & SG) – UCATT Susan Murray (Joint WG chair & SG) – Unite the Union