

COMPANY SITE MANAGEMENT



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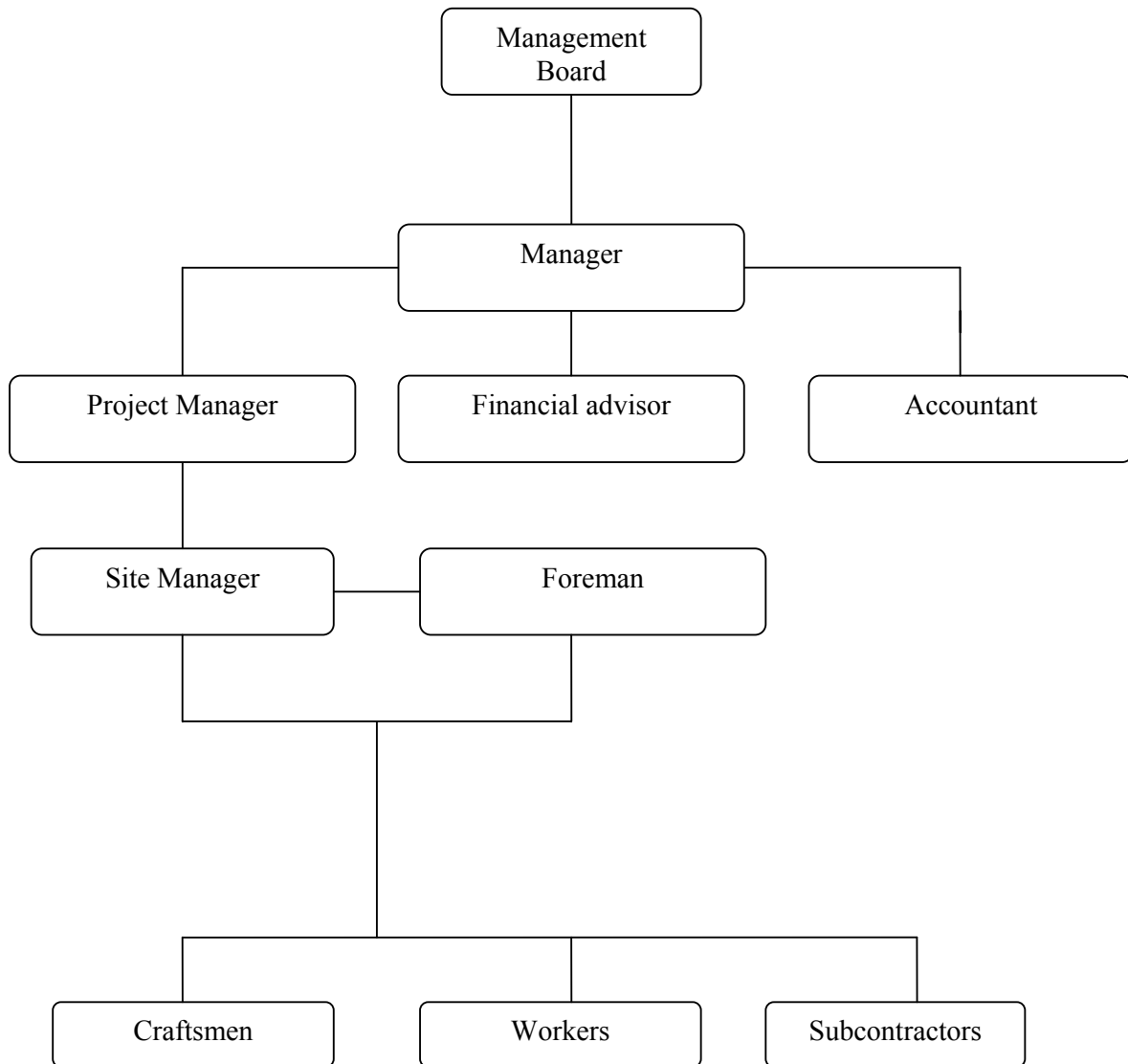
COMPANY SITE MANAGEMENT

Snave construction
38 Grace Avenue
Mt. Maunganui
New Zealand

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1. PLAN OF ORGANISATION





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Snave Construction Organization

The management of the building process is normally the responsibility of the Project manager. He makes the over all planning and can there for be Project Manager for more than one building sites at a time. Site manager is located at every site and he is responsible for the execution of the PM's planning.

S.C. is responsible for all excavations, ground work and concrete work but will use sub contractors for the rest of the building process.

The Project Manager is responsible for the following tasks of each project;

Execution and maintenance of the safety methods and surveillance of the cub contractor's methods

Planning and establishing of the building site

Start up and update of the contract work

Contracts between S.C. and sub contractors

Execution of the safety methods

The contract between S.C. and the client

Subcontractors

S.C. works out a sub contractors starting and ending date to hand out to all subcontractors which are responsible for their own internal planning and safety policy. Safety manual must be handed in and accepted by S.C. If Subcontractors do not have any safety policy they must agree to follow S.C. safety manual.

Own work

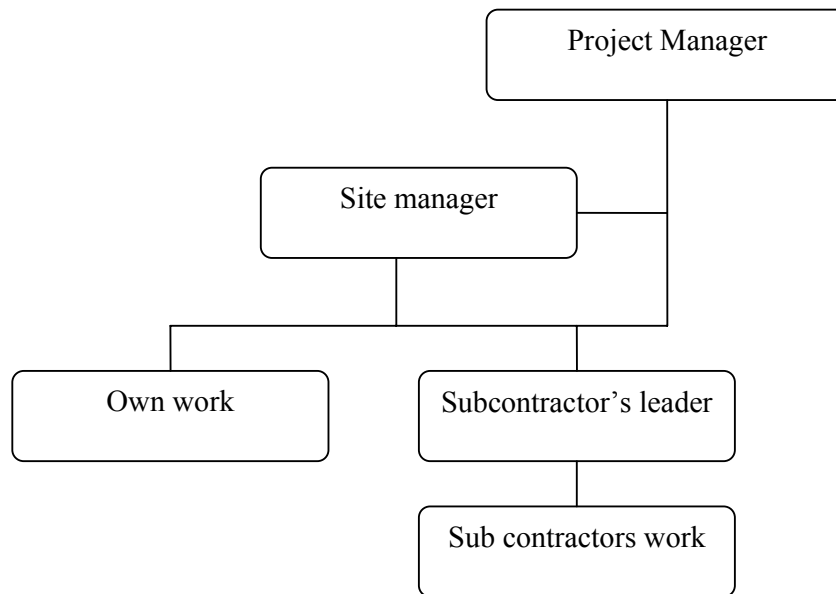
For own work a site manager is responsible for the overall execution of the work. Site manager is also response for communications between S.C. and sub contractor at site.



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Snave Construction Building site organisation plan





2. DAILY PROCEDURES

1. Check and document staff on site in the morning. This must be updated during the day.
2. Always have your '*Ticket Book*' on hand. Throughout the day monitor staff. Issue a ticket for every significant hazard identified. Particularly with Sub-Contractors.
3. Monitor and document on the '*Hazard Checklist*' any notifiable works eg:
Checking a 10 metre scaffold every morning before workers begin to use it.
4. Document and report to the manager/supervisor or the principal, as soon as possible any accident or incident. Use document '*Accident Register*'.
5. Report in writing and by phone to the Department of Labour OSH and the principal/manager any accident/incident that has, or could have caused serious harm.
6. This must be done immediately after the accident/incident. See document '*Accident Register*' in the Kit.



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3. WEEKLY PROCEDURES

1. Inspect the site fully for any existing or potential hazards. Use the '*Site Safety Checklist*.' Remember that every hazard identified must be, in the following order either;

Eliminated, or
Isolated, or
Minimised.
2. Reasonable (practicable) steps must be taken in all situations to achieve one or all of the above.
3. Ensure that recommended controls for the identified hazards have been implemented.
4. Induct any new staff or contractors to site. In the case of new contractors also complete with them the '*Sub-Contractor Health & Safety Induction*' form. Whilst inducting new staff work through with them the '*Health & Safety Manual*'. It is important to ascertain their level of understanding of the Company requirements with regards to Health & Safety and also general quality standards.



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4. MONTHLY PROCEDURES

1. Review tickets that have been issued during the month.
2. Identify any common occurrences, which could be an early sign of things going wrong. Also check that your recommended hazard controls for the identified hazards have been implemented.
3. Review '*Accident Register*', again identify any regular occupancies or accidents involving significant hazards.
4. Hold a Safety Meeting with your staff and where possible any contractors on site. During this meeting discuss your findings from the above reviews.
5. Ensure that you encourage a positive open forum discussion. Use *the 'Health and Safety Meeting Minutes'* form. This meeting is an excellent time for both you and your staff and contractors to formally discuss Health and Safety.