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## **HEALTH AND SAFETY COMMISSION**

### **CONSTRUCTION INDUSTRY ADVISORY COMMITTEE (CONIAC)**

#### **CONIAC Strategy & Workplan for 2004 - 2008**

##### **Issue**

1. CONIAC requires a workplan for the period 2004 - 2008. This paper develops proposals for the workplan for CONIAC in 2004-05, based on the discussion of Paper M1/2004/1 at the CONIAC Meeting on 20<sup>th</sup> April 2004. The proposed workplan is set out in Annex 1.
2. This paper also addresses the areas for CONIAC to engage in supporting the Construction Priority Programme projects (Con PP). The proposals develop Model 4 put forward in paper M1-2004/1, that is a mixed approach with CONIAC selectively engaging at both the individual project and portfolio level. The proposals take a pragmatic view in relation to the resources available and the need to gain experience of new ways of working between CONIAC and the Construction Priority Programme. A chart illustrating the various types of engagement which CONIAC may adopt to support the Con PP is at Annex 2.

##### **Background**

3. CONIAC is committed to agreeing and carrying forward a workplan that will assist the industry deliver its 'Revitalising Health and Safety' targets set at the 2001 Summit; and which will complement the HSC/E's Construction Priority Programme.
- 3 Individual CONIAC members are committed to

- speak authoritatively for their sector and to exercise influence and leadership therein;
- Play an active part in developing CONIAC's strategy so that it will assist the industry in achieving the challenging RHS targets it has set;
- Act as a champion in bringing about change and in supporting the delivering of the strategy in their sector of the industry.

Further background to the new role of the reconstituted CONIAC committee is in the papers M1/2004/1 and M2/2004/2.

- 4 A full list of the Construction Priority Programme (Con PP) Projects has been circulated to members. The individual projects are brigaded into four portfolios, under the headings of Health, Safety, CDM Dutyholders and Strategic Stakeholder Engagement. A small number of cross cutting projects are being progressed; these are Non portfolio projects. Annex 3 shows the individual projects as they have been prioritised for engagement by CONIAC.
- 5 At the meeting M1 /2004 CONIAC agreed to a mix of types of engagement between CONIAC and the Con PP, recognising that while close alignment with each ConPP project might be desirable, it would be very resource intensive, and that therefore other models of engagement would be more appropriate. CONIAC Secretariat has therefore followed a process of consultation with Con PP project managers to develop detailed proposals.
- 6 The requests for engagement by Con PP project managers have been balanced against CONIAC Priorities and resources. A proposal which concentrates resources on the projects which are most developed and which will gain most immediate benefit from CONIAC involvement is suggested. This will act as a test to demonstrate the effectiveness of new ways of working, for both CONIAC and the Con PP
- 7 The table at Annex 2 illustrates the range of activities which CONIAC and its individual nominees might carry out, in supporting ConPP projects. The table recognises the fact that projects will require different types of input and levels of resources at different times. A balance must be struck between on the one hand the different levels of input required by the various projects, and the amount of resource CONIAC or its nominees may be able to supply. This

means that a process of negotiation and objective setting between nominees and CON PP project or portfolio managers, will be necessary to ensure effective use of resources. Annex 4 sets out the Working Parties which are required and the individual nominations which are being sought.

- 8 . A proposal for Model Terms of Reference for Working Parties established by CONIAC is at Annex 5. In considering these proposals note that the Training and Education Working Party (TEWP), as it was constituted deliberately excluded consideration of the undergraduate training of designers, and professional development of designers, issues which are being taken forward by the Designer project.

### The Principles underlying the Proposed Workplan

- 9 The projects for the first year of the CONIAC Workplan are largely self selecting in terms of issues on which CONIAC already has a strong interest and those which have a clear need for industry engagement at this stage. Nine projects have been selected from the Con PP to promote as the first tier of projects which it is recommended CONIAC should engage with. These are:

<b>Projects selected for CONIAC Engagement 2004-05 Workplan</b>	
<b>Strategic Stakeholders Portfolio</b>	
Revitalising the Summit Process	Project Manager Steve Wright/Simon Pilling
Employee Engagement	Project Manager Gordon Crick
WWT and SME's	Project Manager Joy Jones
Coherent Engagement with Training Providers	Project Manager Trevor Allan
<b>CDM Dutyholders Portfolio</b>	
CDM Revision	Project Manager Steve Wright
Designer Engagement	Project Manager H Maitra
<b>Occupational Health Portfolio</b>	
Occupational Risk Management	Project Manager Shelley Atkinson Frost
<b>Safety portfolio</b>	
Ladders and Towers	Project Manager Richard Lockwood
Slips and Trips	Project Manager Andrew East

- 10 The remaining projects are likely to require CONIAC engagement at different stages in their development. They are all open to individual CONIAC members (or their nominees) to show a particular individual interest in or to adopt as an industry champion.
- 11 CONIAC members can put forward industry nominees to support these projects, on behalf of CONIAC. Annex 4 sets out details of those nominations which have been put forward by Con PP managers and the vacancies for which nominations are being sought.

## **Recommendations**

12 The recommendations are;

### **To support individual projects;**

- a. That a Task and Finish Group is set up to deliver the CONIAC contribution to the High Level Event planned for Feb 2005, supporting the Con PP project, Revitalising the Summit Process. The terms of reference and process of seeking nominations to this group are dealt with in Paper M2/2004 /2.
- b. that a new Designer Working Group be established to support the Designer project, including the design, client and contractor perspectives. Nominations are sought at Annex 4 of this paper.
- c. the Construction Regulations Review Working Party. is reconstituted with its existing members for its continuing role as a working party under the new CONIAC
- d. the Working Well Together (WWT) Steering Group is reconstituted to continue with its current work plan, supporting the WWT Project.
- e. The Worker Engagement Working Party will be reconstituted with its existing members with a view to developing its role as the Worker Engagement Project develops.
- f. The work of the Training and Education Working Party is being taken forward by by the Con PP project, Coherent Engagement with Training

Providers. CONIAC is invited to make specific nominations as outlined in Annex 4, to sit on the project management team.

**To support Portfolios of Projects**

- g. that the OHWP be reconstituted, to support the Occupational Health Risk Management project, and the Occupational Health Portfolio. CONIAC is invited to endorse the nominations at Annex 4
- h. that a new Safety Working Group be constituted to provide support to the Safety Portfolio. Primary engagement will be with the Slips and Trips Project, and the Ladders and Towers Project. Nominations are sought at Annex 4.

**To support Non Portfolio work;**

- i. The Research & Intelligence Working Group will not be reconstituted. However the internal Construction Research Advisory Group (CRAG) could incorporate a CONIAC nominee to provide a joint working party on Intelligence about the industry. }
- j. The Small Firms Working Party will not be reconstituted. Instead CONIAC will consider how to address SME issues within all its workstreams as the need arises, in particular through the WWT project..
- k. The Constructing Better Health (CBH) Action Forum has completed its work in establishing the Pilot, and its work will be taken forward by the Board of Directors of CBH Ltd.

**Action**

**11** Members are invited to:

- a. Agree the attached workplan for the year 2004/05
- b. Agree the approach set out in this paper for carrying the workplan forward
- c. Endorse the nominations set out in Annex 4, and put forward the further necessary nominations , as outlined in Annex 4

**1 Holding three meetings of CONIAC during 2004/05**

Through which to;

- a. provide a high level forum to discuss H& S Issues in the construction industry
- b. support the Construction Priority Programme and its projects
- c. share and report best practice developments, eg the house builders charter
- d. address issues requiring IAC input and support, eg review of construction regulations.
- e. Review achievements of year, develop next years workplan

**Complete by April 2005**

**2 Establishing new ways of working by engaging with the Con PP Projects**

By;

- a. Reconstituting the OH Working party, which will support the projects in the Health Portfolio
- b. Establishing arrangements to support the Worker engagement project
- c. Establishing a new working party to support the projects in the Safety Portfolio
- d. Providing individual nominees to support to support the Coherent Engagement with Training Providers Project
- e. Continuing to work through the Construction Regulations Review Working Party to support the CDM Revision projects

**All to be established by Meeting 2 2004**

**3 Contributing to a high level event in February 2005**

- a. Establishing Task and finish group to take forward high level event in Feb 2005  
**by Meeting 2- 2004**

b. Delivering a successful High Level Event in Feb 05

**Complete by Feb 2005**

c. Carry forward subsequent activities to encourage and promote industry buy in to the change process and monitor progress and outcomes

**Ongoing**

**Annex 2 CONIAC involvement in Con PP Projects .....**

High Level of engagement



Low level of engagement

Engagement at strategic and planning level. CONIAC involved in implementation of the project.	Engagement with CONIAC for consultation and dissemination	Engagement with CONIAC as a broadcasting mechanism
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Characterised by the following kinds of activity								
CONIAC member(s) involved with project team at planning stage.	Task and finish groups of CONIAC members set up to support project	CONIAC member(s) have specific tasks in implementing project	Project managers regularly present updates to CONIAC	Standing work parties or individuals on CONIAC provide feedback on proposals	CONIAC members circulate information to their industry constituents	Using CONIAC to identify contacts in specialist trade bodies of interest to Con PP	Annual report on progress with the project to CONIAC meeting.	Below the line papers to CONIAC

In order to achieve the following result								
Shared ownership of project goals	Ownership by the industry of specific project goals	Jointly run initiatives	CONIAC committee provides steer/ feedback	Consultative mechanisms through established channels	Dissemination to intermediary bodies and their members	Highly focused dissemination of specific information	CONIAC has opportunity to comment on more specialist projects	Opportunity for interested parties to comment, through links on CONIAC

Projects may interact with CONIAC in different ways at different times. CONIAC can only cope with a high level of engagement with a handful of projects initially, but the capacity should grow with time and experience.

Working Parties and Task and Finish Groups can and should include nominees of CONIAC Members, to spread the workload and ensure even balance of resources.



Annex 3

Level of involvement with CONIAC	CPP Project Plans	Supported by CONIAC Working Parties
<b>Projects identified for immediate/ continuing engagement</b>	<ul style="list-style-type: none"> <li>• Revitalising the Summit Process</li> <li>• Employee Engagement</li> <li>• OH Risk Management</li> <li>• CDM Revision</li> <li>• WWT &amp; SMEs</li> <li>• Slips &amp; Trips</li> <li>• Designer Engagement</li> <li>• Work of Short Duration</li> <li>• Coherent Engagement with Training Providers</li> </ul>	<ul style="list-style-type: none"> <li>• High Level Event Task and Finish Group</li> <li>• Occupational Health Working Party (OHWP)</li> <li>• Worker Consultation Working Party</li> <li>• Construction Regulations Review Working Party (CRRWP)</li> </ul>
<b>Projects which may benefit from CONIAC involvement in Yr 2 or 3.</b>	<ul style="list-style-type: none"> <li>• Major Projects</li> <li>• Client Engagement</li> <li>• OH Supply Chain Initiatives</li> <li>• Fragile Roofwork</li> <li>• Site Transport</li> <li>• Lifting Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Working Well Together Steering Group</li> <li>• Safety Working Party</li> </ul>
<b>No or limited CONIAC involvement, Or Project not yet well enough developed</b>	<ul style="list-style-type: none"> <li>• Risk Perception, Culture &amp; Human Factors</li> <li>• Temporary Traffic Management</li> <li>• High Impact Interventions</li> <li>• Securing Compliance (muti injury potential)</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Designer Working Party</li> </ul>
<b>Non-Portfolio</b>	<ul style="list-style-type: none"> <li>• Securing compliance -matters of evident concern</li> <li>• Communications</li> <li>• Legislation/Policy</li> <li>• Intelligence/Research</li> </ul>	

**1 The Designer Working Party**

Nominations Sought from CONIAC

<b>The Designer Working Party</b>

**2 The Coherent Engagement with Training Providers Project**

CONIAC is invited to approve these specific nominations

<b>To Support the The Coherent Engagement with Training Providers Project</b>
John Carpenter, Bob Blackman, TGWU

**3 The Occupational Health Working Party OHWP**

CONIAC is invited to endorse the following Secretariat nominations

#### **New Occupational Health Working Party (OHWP)**

Richard Boland, HSE Chair;  
Shelley Atkinson-Frost, HSE Secretary;  
Dr Andy Morris, EMAS HSE;  
Mr. Leo Beirne, Noise and vib specialist, HSE  
Ms Karen Parkinson, HSE Occ Hygeine Specialist;  
June Cairns, HSE Asbestos Licensing Unit;  
HSE Representative from the MSD priority programme;  
HSE Representative from the Health Unit;  
Mr. Richard Ash, ECIA  
Mr. Andy Sneddon, Constuction Confed.  
Mr Lawrence Waterman, Sypol and OH pilot service provider;  
Chris Pugh, Duradiamond (OH Consultant to T5 development)  
Mr Peter Bray, Anglian Water Group/Utilities;  
Dr Holland Elliott, Kings College Hospital;  
Ms Thouria Istephan, Architect- Foster and Partners  
John Morgan, Kier Grp and MCG;

A nomination is sought from UCATT

#### **4 Constitution of the Safety Working Party**

CONIAC is invited to put forward nominations at this meeting to establish a Working Party which adequately represents all the CONIAC constituencies

#### **New Safety Working Party**

#### **5 The Worker Consultation Working Party**

CONIAC is invited to endorse the existing working party

#### **Worker Consultation Working Party**

Gordon Crick , HSE  
Martin Thurgood, HSE  
Andy Sneddopn, CC  
Andrew Large, FMB  
Bob Blackman, TGWU

#### **6 The Working Well Together Steering Group**

CONIAC is invited to endorse the existing steering group

### **The Working Well Together Steering Group**

Bill Hodge, TGWU  
Robin Powell, DSM Demolition Ltd  
Tom Harper, Peace Construction  
Sue Wilson, CITB  
Robin Hood-Leeder, FMB  
Andy Sneddon, CC  
Alan Ritchie, UCATT  
Ian Wallace, Bovis Lend Lease  
Richard Bell, Allen build  
Paul Tyrell, Taylor Woodrow  
Graham Kayley, Kier Group  
Andy Jowett, Bovis Lend Lease  
Warwick Adams, Interserve  
Bob Moodie, Teeside SHE Partnership  
Ian Wittingham, WWT  
Pauline Goodchild, DIAS  
Suzannah Nichol, NSCC  
Simon Mantle, NHBC  
Michael Stokes, Mouchal  
Lawrence Waterman, Sypol  
Nick Balfour, GMB  
Sally Wade, HSE  
Ray Cooke, HSE  
Nicola Walter, HSE  
Martin Thurgood, HSE  
Tim Shambrook, HSE  
Joy Jones, HSE

### **7 Construction Regulations Review Group**

CONIAC is invited to endorse the existing steering group

### **Construction Regulations Review Group**

Andrew Large, FMB  
Andy Sneddon, CC  
Bob Blackman, TGWU  
Rudi Klein  
Glen Christiansen, Vauxhall  
Gareth Lewis, HSE  
Gillian Birkby,  
Paul Lewis - CCG  
Richard Ash, ECIA  
Tim Gough CIC  
Bill McKay, HSE  
David Bagnall, HSE  
Hash Maitra, HSE  
Hayley Jeremiah, HSE

Joanne Eccles, HSE  
John Willbourne, HSE  
Michael Area19 Brown, HSE  
Mike Sarson, HSE  
Patricia Dair/, HSE  
Sadiq Yaqub, HSE  
Stephen Taylor, /HSE

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**CONIAC Working Party / Task and Finish Group  
Model Terms of Reference**

**1 Purpose**

- a) To do...(what)..., by means of ...(how)... , in order to achieve  
...(outcome).....

**2 Tasks**

- a. Taking into account
- i. Need for SMART objectives
  - ii. Effective communication
  - iii. Means of evaluation
  - iv. Timescales for deliverables

**3 Membership**

- a. Member
- b. Roles and responsibilities

**4 Organisation**

- a. Meetings, decision making processes
- b. Resources

**5 Guiding principles**

- a. Focus on few high value deliverables
- b. Influence HSE and Industry
- c. Help industry identify areas for improvement
- d. Act as a champion for issues, a stimulus to industry
- e. Set agendas for progress
- f. Identify and remove barriers to progress