



## BRITISH SAFETY SERVICES

# The Client Contractor National Safety Group (CCNSG) Leading a Team Safely (Supervisor) Passport

## Introduction

The CCNSG Leading a Team Safely (LaTS) is a one day course designed for supervisory staff who have a responsibility for teams, but is also applicable to lone workers who manage themselves. This LaTS course is only available to delegates' that have successfully completed the two day basic CCNSG nationally accredited safety passport. It may be sat at the end of the basic course or at some time in the future.

Supervisor's and team leaders play an important role in ensuring site safety. They can influence the behaviour of those they supervise and ensure good planning and communication of health and safety issues related to the work. So helping to ensure workers' work on site more safely with lower risks to themselves and others.

The course has been designed to move away from the legalistic aspects of health and safety; these should already have been covered during the 2 day basic passport course. e.g. Health and Safety at Work Act 1974 and the Construction (Design and Management) Regulations 1994.

The course extends the delegates' understanding gained by obtaining the basic CCNSG National Safety Passport for site working. It helps supervisory staff and lone workers who have little or no training in their health and safety responsibilities, or indeed, little training in the essentials of leadership. The course focuses on the essentials of being a leader and covers aspects such as planning, implementing and reviewing with a health and safety focus

The supervisor qualification, like the basic passport, is valid for three years and is renewed by retaking the supervisor day upon expiry.

The CCNSG Leading a Team Safely programme is designed to provide an essential introduction to managing small teams and covers the following;

- How to communicate successfully
- How to lead a team successfully
- How to achieve safe outcomes
- Self management
- How to work safely with others.

It explores these topics in an interactive way and delegates' participation throughout the day is a key factor.

The course requires possession of a basic understanding of English.

## Course Content

The course covers four elements;

### Element 1: The Team

- What makes a successful Team?
- Leadership qualities
- Leadership styles
- Leadership behaviours
- Nature or Nurture
- Adapting Leadership styles
- Adopting the right leadership style
- Team leaders toolbox

### Element 2: The Plan

- The communication highway
- Message and meaning
- Brain basic functions
- The Plan – essential elements
- Selecting the right people with the right skills
- Selecting the right job with the right tools
- Being in the right place at the right time
- Work instructions, RAMS
- The Work Plan
- Pre-start Briefing

### Element 3: The Job

- The case study – The Mill
- Objectivity versus Subjectivity
- Control System
- Expert Advice
- Supervision and Monitoring
- Monitoring and Communication
- Questioning
- Interruptions to the Job

### Element 3: Good Job

- What makes a good job
- Scenario Exercise
- Feedback
- Ways of Listening
- Assertiveness
- Do you have what it takes?

## Testing

The assessment of learning is by a 20 question multi-choice question paper issued at the end of the day and candidates must achieve a minimum 80% in order to pass. Subject to successfully passing this test, the Engineering Construction Industry Training Board (ECITB) will issue an up-dated credit card sized (supervisor) passport direct to the delegate. The passport is the property of the employee - not the contractor. The certificate contains the delegate's name, expiry date of the passport (which is 3 years from the date of passing the test), and a card number.

## How is it received?

The course itself involves a significant amount of delegate participation. In presenting the course, the trainer will talk with the trainees rather than at the trainees, giving the continuous message "if you cannot plan, measure and communicate then you cannot supervise!"