



MINISTRY OF DEVELOPMENT  
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**GUIDANCE DOCUMENT**

# Guidelines for Safety Organisation



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## PREFACE

This document has been written to fill a need for a quick ready-reference guide for those who are involved in the preparation and execution of new projects including consultants, contractors and Health and Safety executives.

There is mounting concern throughout the construction industry regarding the hazards present on building and engineering construction sites. It is also hoped to provide advice on safer practices for employers and employees and to promote responsible management and teamwork.

The following aspects are also considered when producing this document:

- o development of Safety Management Systems; the provision of guidelines to corporation and companies to enable them to manage health and safety instructed manner.
- o development of guidelines for corporations and companies to allow them to put in place a structured health, safety and general management system, from policy to worksite procedures as applicable to their operation in accord with the guidance provided.

The document brings together for the first time comprehensive information on all aspects of the safety on worksites with full references to the appropriate guidance.

# **SAFETY ORGANISATION**

## **Scope**

This guidance sets out the particular requirement and procedure for the safety of persons required to enter and/or work in construction industries.

## **Purpose**

The purpose of this document is to guide employers and employees so that they may well-equipped with appropriate procedure and regulation that govern the specific activity in which the person will be working and to solve any problem associated with safety of the workers.

### **1.0. General Procedure**

#### **1.1. Materials and Construction**

- a). On all projects, the employer should appoint a safety officer/supervisor to be in charge of all matters relating to safety and health on the project.
  - b). Every contractor, other than the main contractor in charge of a worksite, who employs more than 20 persons, shall appoint a part-time contractor's safety officer/supervisor who shall spend at least 5 hours per week exclusively on safety supervision and on promoting the safe conduct of work supervisor.
- 1.2. On all projects which 150 or more workers are regularly employed, the safety officer/supervisor should preferably be employed full time on safety and health activities.
  - 1.3. Safety committees should be established in any project where 50 or more persons are employed.
  - 1.4. Safety officers should compile an individual report with full information on the causes and circumstances of every lost-time accidents to prevent recurrences.