

Co-ordinate and organise work operations

Overview

This standard is about interpreting information about the project and work operations to be carried out, adopting safe and healthy working practices, selecting materials, components and equipment for the work, preparing, co-ordinating and organising the work operations and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment

This standard is for people working in the occupational area of occupational work supervision and can be used by supervisors and managers

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Performance criteria

- You must be able to:*
- P1 provide information, as authorised and as required, to all the people who will be affected by the work
 - P2 agree a planned timescale and methods of work with the workforce
 - P3 implement the organisational and communication needs that are required for the project
 - P4 identify any breakdowns in communication, and take action to restore effective communication
 - P5 communicate and organise the work being done with other operations as required of the agreed work programme within predetermined levels of authorisation
 - P6 organise and ensure sufficient resources of the appropriate type which will meet the project requirements and timescales
 - P7 organise and control the work and resources so that conditions are safe and the workplace is tidy
 - P8 identify and record any unplanned circumstances, and pass them on to people who may be affected
 - P9 organise the designated work area for operational purposes and communicate to workforce
 - P10 organise the storage and use of materials and components so that material handling and movement is safe and efficient, and wastage is minimised

Knowledge and understanding

You need to know and understand: **Performance Criteria 1**

Notification of work to be carried out

K1 provide information, as authorised, to all the people who will be affected by the work, including the scope of work, when the work will start, how long it will take and when it will finish

Performance Criteria 2

Programme and methods of work

K2 how to agree a planned timescale and methods of work with the workforce

Performance Criteria 3

Organisation and communication needs

K3 how to identify the organisational and communication needs for the project

Performance Criteria 4

Breakdowns in communication

K4 how to identify any breakdowns in communication
K5 how to take action to restore effective communication

Performance Criteria 5

Organisation and co-ordination of work

K6 how to communicate, organise and co-ordinate the agreed work programme with other work activities/operations within predetermined levels of authorisation

Performance Criteria 6

Obtain and plan for resources

K7 how to organise and ensure sufficient resources

K8 how to allocate resources

Performance Criteria 7

Organise the work

K9 how to control the workplace and resources so that conditions are kept safe and tidy in accordance with organisational requirements

Performance Criteria 8

Unplanned circumstances

K10 how to identify what are unplanned circumstances

K11 how to record any unplanned circumstances and pass them on to people who will be affected

Performance Criteria 9

Designated work area for operational purposes

K12 how to pass on information about the designated work area to the workforce

K13 how to organise/arrange the designated work area for operational purposes

Performance Criteria 10

Storage and use of materials

K14 how to organise the safe storage and use of materials and equipment

Scope/range related to performance criteria

Performance Criteria 1

1 provide information as authorised, for the work to be carried out in relation to

- 1.1 scope of work
- 1.2 when it will start
- 1.3 how long it will take
- 1.4 when it will finish
- 1.5 any associated hazards

Performance Criteria 2

2 agree work programmes and methods of work with the workforce

Performance Criteria 3

3 record and report the project organisation and communication systems which have been implemented

Performance Criteria 4

4 record and report any breakdowns in communication and the actions taken to resolve them in accordance with organisational procedures

Performance Criteria 5

5 organise and coordinate work with other occupations associated with the works within predetermined levels of authorisation

Performance Criteria 6

6 ensure resources are organised and allocated

Performance Criteria 7

7 manage designated work area, including resources, site tidiness and safe disposal of waste in accordance with current organisational and regulatory requirements within predetermined levels of authorisation

Performance Criteria 8

8 identify record and report any unplanned circumstances, relating to at least five of the following

- 8.1 occupiers
- 8.2 environment
- 8.3 vehicular access
- 8.4 hazards
- 8.5 trespass
- 8.6 near neighbours
- 8.7 public access
- 8.8 workplace conditions
- 8.9 health, safety and welfare
- 8.10 statutory regulations and limitations
- 8.11 codes of practice

Performance Criteria 9

9 manage/supervise the designated work area for operational purposes for at least five of the following

- 9.1 safe storage
- 9.2 temporary works
- 9.3 environmental considerations
- 9.4 plant and/or equipment
- 9.5 temporary services
- 9.6 access and egress
- 9.7 security
- 9.8 continuing use by occupiers
- 9.9 welfare facilities

Performance Criteria 10

10 arrange the safe storage and efficient use of materials and equipment to minimise handling, movement and wastage

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Scope/range related to knowledge and understanding

1 application of knowledge for safe and healthy work practices, procedures and skills, relating to the method/area of work and materials used, to

1.1 understand own levels of authorisation and provide information, regarding the scope of the work and timescales for the work to be carried out to the people affected by the work including all third parties and stake holders

1.2 explain how the work programmes, the methods of work and dynamic risk assessments, in accordance with the method statement, were agreed with the workforce

1.3 monitor the methods used for communication, reporting, recording and retrieving project information to ensure that they remain effective

1.4 identify and record any breakdown in communications

1.5 implement and record any actions taken to effectively resolve communication issues in accordance with organisational procedures

1.6 provide information on how the work was organised and co-ordinated within predetermined levels of authorisation with other occupations associated with the works and the methods of work

1.7 produce records of how the resources were planned and organised in relation to the workforce, tools, plant, ancillary equipment, materials and information

1.8 detail how the designated work area and resources were organised in a safe and tidy manner in accordance with organisational requirements

1.9 explain how unplanned circumstances were identified and reported in relation to occupiers, environment, vehicular access, hazards, trespass, neighbours, public access, workplace conditions, theft, current health, safety, welfare, environmental and statutory regulations and limitations, and codes of practice

1.10 explain how the designated work area was managed and how information relating to safe storage, temporary works, environmental layout, plant and equipment, temporary services, access and egress, security, continuing use by occupiers and welfare facilities was reported

1.11 explain how the safe storage and use of materials and components were organised

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