



Supervisor

Support Booklet

Key principles whilst working with United Living





“We will ensure that ‘black hat’ means more than just the use of PPE.”

Neil Edmonds, SHEQ Director

Introduction

United Living Group has a vision to become one of the UK’s leading providers of refurbished and new build living solutions.

Our key priority is the protection of every single individual and community with whom we come into contact.

Our RoSPA Gold award-winning health and safety system is certified to OHSAS 18001 standards and we focus continuously on improving safety through positive behaviour, our method of delivery and by implementing safe systems and procedures. United Living has an award-winning health and safety campaign ACTIVE to raise staff and sub-contractor awareness of health and safety, resulting in improved performance year-on-year.

Selecting supply chain and supervisors who align with our values and expectations, provides the best opportunity for an accident-free and incident-free project.

We focus on our selection process and interview supervisors to ensure their suitability for the risks and tasks they are being employed to carry out.

Did you know that?

In 2015/6, 30.4 million working days were lost due to work related illness and non-fatal injuries and that figure is growing, we all play apart in reducing that number.



Black Hats - The Project Leadership Team

Congratulations, if you are reading this booklet you have had a successful interview and will join the Project Leadership Team. You will be issued with a black helmet to identify you alongside the United Living Team.

This booklet is designed as aide-mémoire for supervisors, to remind you of some key principles whilst working with United Living.

Black Hat Supervisors leading SHEQ on United Living projects:



Who are they?

Supply Chain Supervisors are part of the United Living Leadership team on site.

What are they responsible for?

- Ensuring everyone's safety on site
- Challenging unsafe acts and behaviour
- Ensuring all work activities are planned and 'safe to start'
- Communicating all key risks on site
- Driving the highest safety, health and environmental standards
- Ensuring they check and follow company quality standards.

Leading SHEQ on your sites

So what does it mean to be a Black Hat Supervisor?

We don't expect you to gain super-powers overnight, we merely want your commitment to work with us!



Daily Briefs

It's a simple discussion to co-ordinate the safe delivery of our daily activities. Our goal is to ensure that competent people are in a safe working environment, with the right equipment and under a suitable and achievable safe system of work.

Quick Tips

- Minimise distractions, put away phones, do daily site briefings somewhere safe within the work area.
- Ask questions on safety, health, environment and quality.

Remember it's about continuous improvement.

- What's the worst that could happen?
- Has anything changed since yesterday?
- What could we do better?



Reporting

Why bother?

Fact - The more near misses we find the fewer accidents we have - because we are removing the potential hazard

Fact - Near miss reporting raises the risk perception of our teams – people will naturally spot what could harm you or others.

Health Matters

Did you know that?

1.3 million people are suffering from a work related illness.

They may be worried or troubled by something and its not always about work. Try to consider their own lives and their balance with work activities, whilst building their confidence.

Wellbeing of all those working on our projects, as with safety, is a top priority for United Living and should be for you too.

Don't forget risks to health such as exposure to:

- Dust
- Noise
- Vibration
- Manual handling.

Being safe is being healthy and in the right frame of mind to be at work. It's about looking out for each other and it's about you as the supervisor taking a personal interest in your team and listening to their concerns.

Remember that United Living is here to support you.

Our Future - Environment

Our framework for sustainability focuses on what we legally have to do and on ways we can reduce our costs and improve the efficiency of what we do.

Quick tips

We need your help to:

- Reduce the amount of waste we create from our sites
- Measure the energy usage and carbon emissions on our sites
- Source our timber and other materials in a sustainable way
- Minimise harm to the environment by preventing pollution
- Reduce the amount of water we use
- Enhance the biodiversity of the local area.
- Ensure all COSHH have labels and are protected from spill or release into the air.
- Bund all liquids, try and cover so rainwater does not get into bund.
- Measure twice cut once, could we use those off cuts?
- Use shredders and compactors.



Supervisors Lead by Example

Guiding principles for Supervisors

All supervisors on United Living Projects are part of the Project Leadership Team. Make sure you and your team are safe and well and remember that when you are on a United Living site. You are safe to challenge any unsafe acts - from any contractor.

Work safe - home safe

1. Your team will naturally follow your lead; If safety is important to you, safety will be important to your team. Have a positive influence on your team
2. Make sure your team understands and sticks to the safe system of work. If you change the system you will need to reassess the risks
3. Make sure nobody gets hurt by your team's actions. Consider other teams near you and members of the public. Keep a look out for hazards
4. Check your plant and equipment, including power and hand tools, ensure they are well maintained and in good condition
5. Praise members of your team who are working safely. Nominate them for a safety award on site and discipline those who consistently fail to consider their own wellbeing and the wellbeing of others
6. Records of the RAMS challenge will be retained in the contractor project files and supervisors should log it in the passport booklet.

Your problem is our problem!
Supervisors set the benchmark

Personal Details

Name:

Company:

United Living projects I have worked on				
Project	Date From	Date To	Senior Manager	Remarks





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