Occupational health and safety

HSE Plan and Quality Assurance Plan for Construction Works

Two days to write and run the two documents a project owner expects from a works contractor: the HSE plan and the quality assurance plan. Site organisation, risk analysis by phase, method statements, hold points, inspections and handling of non-conformities are worked on one of your sites or tenders, through to templates ready to adapt.

Duration : 2 days

Objectives

1. Explain what the project owner expects from an HSE plan and a quality assurance plan, and how they are evaluated
2. Build the risk analysis by phase of work and the associated prevention measures
3. Write the organisation, site facilities, environment and emergency sections of the HSE plan
4. Define in the quality assurance plan the critical points, hold points, inspections and records
5. Follow the application of both plans on site: inspections, meetings, indicators, non-conformities

Programme

Day 1 — morning

• Requirements of industrial and public project owners: specifications, HSE and quality clauses, tender evaluation criteria

• HSE plan, prevention plan, quality assurance plan: purpose and how the documents fit together

• Site organisation: responsibilities, contacts, induction and authorisations of staff, subcontractors

• Site facilities, traffic, storage, waste and environmental protection

Day 1 — afternoon

• Risk analysis by phase and by task: method, rating, measures

• Method statements for high-risk tasks: lifting, work at height, excavations, hot work, confined spaces

• Emergency situations on site: alert, rescue, evacuation

• Exercise: risk analysis of a phase of your site

Day 2 — morning

• Quality assurance plan: quality organisation, applicable documents, execution procedures

• Critical points and hold points: definition, owners, release

• Internal and external inspections, inspection sheets, tests, acceptance of materials

• Non-conformities, corrective actions and the as-built file

Day 2 — afternoon (workshop)

• Workshop: HSE plan and quality assurance plan templates for one of your sites or tenders

• Monitoring indicators, inspections and site meetings

• Cross-review of the templates between sub-groups

• Knowledge test and presentation

Teaching methods

• Work on a specification, a site or a tender of your company
• Writing the sections of the HSE plan and the quality assurance plan in sub-groups
• Analysis of existing plans and of remarks made by project owners
• Cross-review of the templates produced
• Mid-course quiz and final test

Assessment and documents

Mid-course quiz and knowledge test, plus a day+1 learner feedback survey. Numbered training certificate, verifiable online, for each participant; the company receives the training report and the HSE plan and quality assurance plan templates produced in the workshop.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

On the principal's side, the course "Prevention Plan for Contractors" deals with the induction and coordination of outside companies on a site in operation. For the authorisations issued during the work, see "Permits to Work and Authorisations".

Practical information

Duration	2 days
Audience	Works directors, site engineers and foremen, methods engineers, QHSE managers of works contractors, project owners
Prerequisites	Experience of running or monitoring a construction site
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Who is this course for?
Construction, erection, industrial maintenance or civil engineering companies that respond to tenders, and project owners who want to know what to require and how to evaluate the plans they receive.

Can we work on a tender in progress?
Yes, it is often the best material. The documents stay within the company: only the participants and the trainer have access to them during the workshop.

What is the difference between an HSE plan and a prevention plan?
The HSE plan is drawn up by the works contractor to describe how it controls health, safety and the environment on its site. The prevention plan is drawn up with the host company when an outside company works on a site in operation. The two complement each other.

Can the templates produced be reused?
Yes. They are built to be adapted to your next sites: only the project-specific parts, such as the risk analysis by phase and the hold points, need to be redone.