

Green Folder Document Control Section 2 Appointments

Section	GF2	Document initiated by	Green Folder Committee
Revision Number	002	Document drafted by	Green Folder Committee
Date Document implemented	25 th February 2016	Responsibility for implementation	Line Management
Original issued by	H&S Officer	Review date	1 year after implementation date
Document reviewed by	Line Management		
Date	Revision No.	Details of Amendment	
4 th March 2015	2	Appointments up-dated for 2015.	
25 th February 2016	3	Appointments up-dated for 2016.	

2. Appointments

- The Appointments section has been updated for 2015.
- For any specific appointment not found here, a separate Chief Executive order will have to be prepared.

The duty of the project supervisor for the design process is to ensure co-ordination of the work of designers throughout the project.

The PSDP must:

- Identify hazards arising from the design or from the technical, organisational, planning or time related aspects of the project;
- Where possible eliminate the hazards or reduce the risks;
- Communicate necessary control measure, design assumptions or remaining risks to the PSCS so they can be dealt with in the safety and health plan;
- Ensure that the work of designers is coordinated to ensure safety;
- Organise co-operation between designers;
- Prepare a written safety and health plan for any project where construction will take more than 500 person days or 30 working days or there is a particular risk and deliver it to the client prior to tender;
- Prepare a safety file for the completed structure and give it to the client;
- Notify the Authority and the client of non-compliance with any written directions issued.
- The PSDP may issue directions to designers or contractors or others.

The project supervisor appointed for the construction stage must:

- Co-ordinate the identification of hazards, the elimination of the hazards or the reduction of risks during construction.
- Develop the safety and health plan initially prepared by the PSDP before construction work commences.
- Co-ordinate the implementation of the construction regulations by contractors.

Document Control Green Folder	Section 2
	Page 2 of 16

- Organise co-operation between contractors and the provision of information.
- Co-ordinate the reporting of accidents to the Authority
- Notify the Authority before construction commences where construction is likely to take more than 500 person days or 30 working days
- Provide information to the site safety representative
- Co-ordinate the checking of safe working procedures
- Co-ordinate arrangements to ensure that craft, general construction workers and security workers have a Safety Awareness card, e.g. Safe Pass and Construction Skills card where required
- Co-ordinate the appointment of a site safety representative where there are more than 20 persons on site
- Appoint a Health and Safety Officer where there are more than 100 on site
- Provide all necessary safety file information to the PSDP
- Monitor the compliance of contractors and others and take corrective action where necessary
- Notify the Authority and client of non-compliance with written directions issued
- The PSCS may issue directions to designers or contractors



Appointment of Donegal County Council as Project Supervisor for the Design Process and Project Supervisor for the Construction Stage in accordance with the Safety, Health & Welfare at Work Act, 2005 and the Safety, Health & Welfare at Work (Construction) Regulations, 2006 etc.

Submitted:

Whereas:

1. Donegal County Council ("*the Council*") is the Local Authority for the County of Donegal and has duties, functions and undertakings assigned to it under legislation;
2. The Council commissions or procures projects that include construction work and are obliged¹ to appoint in writing a competent person or persons for the purpose of ensuring, so far as is reasonably practicable, that the project:
 - i. is designed and is capable of being constructed to be safe and without risk to health,
 - ii. is constructed to be safe and without risk to health,
 - iii. can be maintained safely and without risk to health during subsequent use, and
 - iv. complies in all respects, as appropriate, with the relevant statutory provisions.
3. The Council is obliged to appoint in writing a competent person as Project Supervisor for the Design Process and as Project Supervisor for the Construction Stage for activity which includes or is intended to include construction work.²
4. The Council may appoint itself as project supervisor for both the design process and construction stage if it considers that it is competent to undertake the duties involved;

¹ Section 17 Safety, Health & Welfare at Work Act, 2005

² Section 6 of the Safety, Health & Welfare at Work (Construction) Regulations.

Document Control Green Folder	Section 2
	Page 4 of 16



5. As the Local Authority with the duties, functions and undertakings assigned to it under legislation and with the staff employed by it the Council is competent to undertake the duties of project supervisor for both the design process and construction stage for the projects listed in Schedule A.
6. The Council may also appoint in writing other competent person(s) as Project Supervisor for the Design Process and as Project Supervisor for the Construction Stage activities which include or are intended to include construction work. These will be subject of other Chief Executive Orders.

It is recommended that:

- A. Donegal County Council appoints and accepts itself as Project Supervisor for the Construction Stage (PSCS), in accordance with Regulation 6 of the Safety, Health and Welfare at Work (Construction) Regulations, 2006, for the projects listed in Schedule A as set out in Schedule B;
- B. Donegal County Council appoints and accepts itself as Project Supervisor for the Design Process (PSDP), in accordance with Regulation 6 of the Safety, Health and Welfare at Work (Construction) Regulations, 2006, for the projects listed in Schedule A as set out in Schedule B;
- C. The Council, by Chief Executive Order may appoint in writing other competent person(s) as Project Supervisor for the Design Process and as Project Supervisor for the Construction Stage for activities which include or are intended to include construction work. Where these are made this order shall not apply to these projects.

It is further recommended that you approve the affixing of the Official Seal of Donegal County Council to Schedule B described herein.

Document Control Green Folder	Section 2
	Page 5 of 16



Recommendation by:

Endorsed by:

Brendan O'Donnell Senior Engineer

John Mc Laughlin Director Of Service

ORDER:

RECOMMENDATION APPROVED.

Seamus Neely
Chief Executive

Dated this _____ day of _____ 2016



Schedule A:

List of Activities and Projects for which appointments are being made

Document Control Green Folder	Section 2
	Page 7 of 16



Project / Activity	Location	Council Appointed as PSDP	Council Appointed as PSCS
Road / Bridge Maintenance.	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Drainage Improvements and Flood Relief	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Road / Surface Restoration	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Surface Dressing and Preparatory works	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓



Project / Activity	Location	Council Appointed as PSDP	Council Appointed as PSCS
Low Cost Safety Improvements	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Road Improvements funded from Development Charges	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓



Project / Activity	Location	Council Appointed as PSDP	Council Appointed as PSCS
Public Lighting Civil Works	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
School Safety Measures	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Private Works	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Regional / Local Road Signage	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓
Urban and Village Renewal	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	✓	✓



Project / Activity	Location	Council Appointed as PSDP	Council Appointed as PSCS
Specific Improvement projects	R-252 Dooish to Letterbrick, Cockhill Hill Bridge Buncrana, Mullantiboyle Bridge Glenties	✓	✓
National Primary Pavement Minor Improvement	Newtown Area, Letterkenny Area, Lifford Area, Ballyshannon Area, Donegal Area, Castlefin Area, Drumkeen Area,	✓	✓
National Secondary Minor Pavement Improvement	Letterkenny Area, Dungloe Area, Falcarragh Area, Glenties Area, Gweedore Area, Carrigart Area, Ramelton Area, Donegal Area, Dunkineely Area, Killybegs Area.	✓	✓



Project / Activity	Location						Council Appointed as PSDP	Council Appointed as PSCS
	Donegal	Letterkenny	Glenties	Inishowen	Stranorlar			
Car park improvements	Donegal Town, Stranorlar and Ballybofey and Ballyshannon Donegal Municipal District, Glenties Municipal District,						✓	✓
	Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District							
Roinn Na Gaeltacht Funded Island Roads	Glenties Municipal District						✓	
	St. Nauls	Leck (Old)	Ray, Falcarragh	Cooley, Moville	Ballybogan			
	Killaghatee	Ahanichun	Ballintemple, Falcarragh	Inch Graveyard at Stralack	Churchminister			
	Killybegs (Old)	Gartan	Doe Castle	Glebe, Burt	Cionleigh			
	Finner	Kilmacrennan	Old Graveyard Dunfanaghy	Grange	St. Johnston			
	The Abbey, Donegal	Killydonnell		St. Mura, Fahan				
	Carn Pettigo	Ramelton (Church Street)		Drumhaggart				
		Old Abbey Rathmullan		Belleighan				
		Mevagh Church		Raymoghey				
		Tully						



Installation and Maintenance of Public Lighting Systems	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	Airtricity Appointed as PSDP	Airtricity Appointed as PSCS
Improvements to Public Lighting System	Donegal Municipal District, Glenties Municipal District, Inishowen Municipal District, Letterkenny Municipal District, Stranorlar Municipal District	Electric Skyline Appointed as PSDP	Electric Skyline Appointed as PSCS



Schedule B:
Form of Appointments



APPOINTMENT OF PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE

Donegal County Council, being the Client, hereby appoints itself as Project Supervisor for the Construction Stage (PSCS), in accordance with Regulation 6 of the Safety, Health and Welfare at Work (Construction) Regulations, 2006, for the projects listed in Schedule A of Chief Executive order _____.

Given under the Council's seal:



APPOINTMENT OF PROJECT SUPERVISOR FOR THE DESIGN PROCESS

Donegal County Council, being the Client, hereby appoints itself as Project Supervisor for the Design Process (PSDP), in accordance with Regulation 6 of the Safety, Health and Welfare at Work (Construction) Regulations, 2006, for the projects listed in Schedule A of Chief Executive order _____.

Given under the Council's seal:

Document Control Green Folder	Section 2
	Page 16 of 16