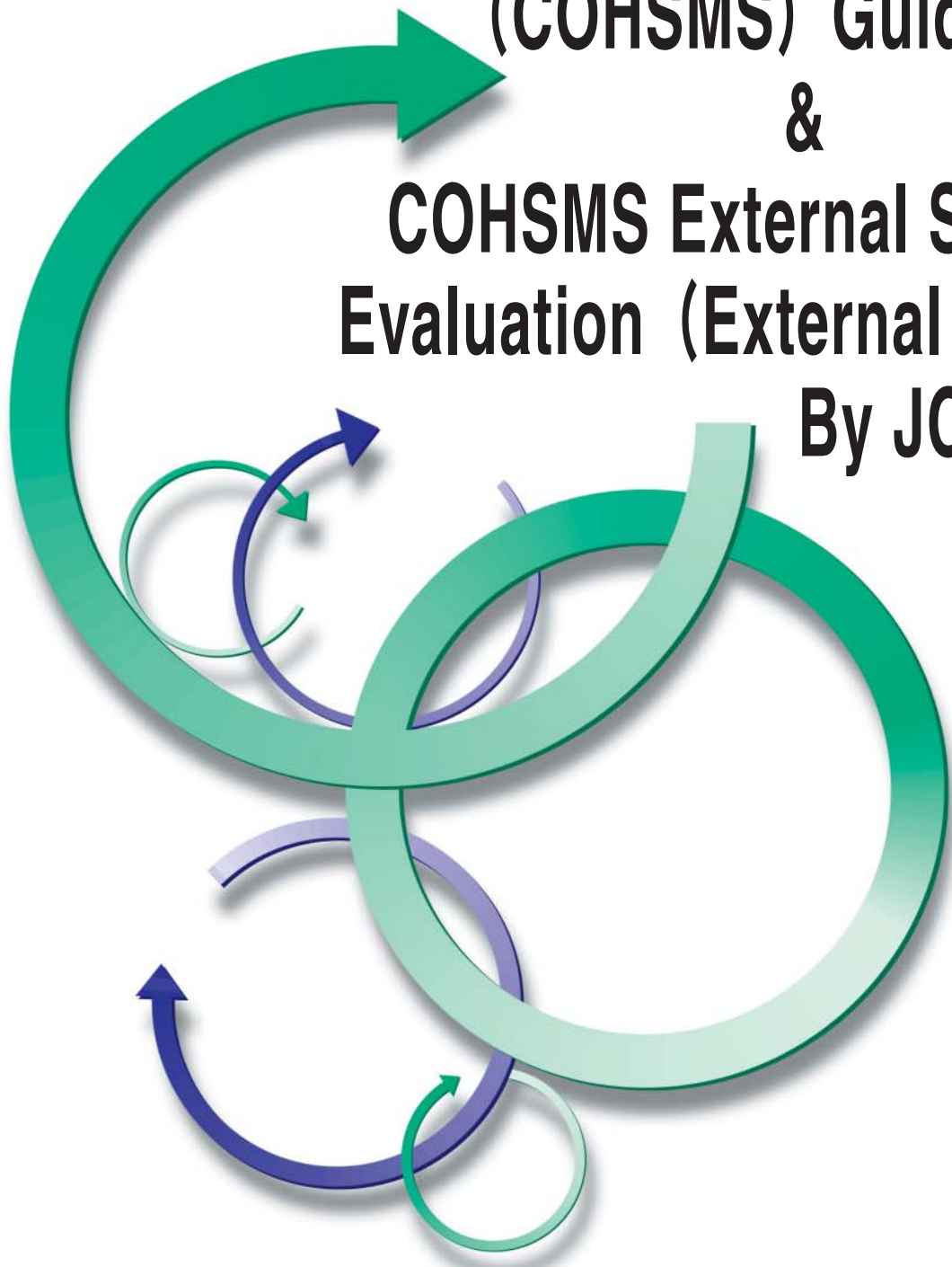


**Construction
Occupational Health and
Safety Management System
(COHSMS) Guidelines
&
COHSMS External System
Evaluation (External Audit)
By JCOSHA**



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Chapter 1

Construction Occupational Health and Safety Management System (COHSMS) Guidelines by JCOSHA

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Construction Occupational Health and Safety Management System Guidelines by JCOSHA

These guidelines address the type of health and safety management system required of the construction industry, recognizing its special characteristics. They are based on the "Guidelines for Occupational Health and Safety Management System" announced by the Minister of Health, Labour, and Welfare. Employers of construction industries should voluntarily adopt these management systems.

Our guidelines are equivalent to ILO's(International Labour Organization) tailored guidelines for the construction industry, designated by Article 2.3 of "The Guidelines on Occupational Safety and Health Management Systems(ILO-OSH 2001)" announced by ILO in June 2001.

1. Purpose

The purpose of these Guidelines is to raise the level of safety and health in the construction workplaces. To achieve this objective, these guidelines have been designed to encourage employers to adopt, in cooperation with their employees, with the business office and the project sites as an integrated organization, a set of process such as four step process; "Plan-Do-Check-Act". By those continual and voluntary safety and health activities, they may prevent industrial accidents at construction work places, by promoting employees' health, and facilitating the establishment of a comfortable work environment.

2. Intent

The provisions of these guidelines stipulate basic requirements to establish occupational health and safety management system at construction workplaces. However, these guidelines do not stipulate specific measures that contractors are required to adopt in accordance with the Industrial Safety and Health Law, to reduce or eliminate the risks and/or hazards or health impairment associated with machines, equipment, chemical substances, etc.

3. Definitions

The terms that appear in these guidelines are used in accordance with the following definitions.

3.1 Construction Occupational Health and Safety Management System

Construction occupational health and safety management system (hereinafter referred to as "COHSMS") constitute a set of measures concerning health and safety management that are implemented and operated continually and holistically, conducted in conjunction with other management systems, such as construction management system. The system comprise the following;

- (1) Declarations of policies related to health and safety (hereinafter referred to as "health and safety policy" or "project health and safety policy")
- (2) Investigation of risks and/or hazards and determination of countermeasures to be taken based on the result of the investigation
- (3) Adoption of targets for health and safety (hereinafter referred to as "health and safety targets" or "project health and safety targets")
- (4) Formulation, implementation, evaluation and improvement of plans for health and safety (herein after referred to as "health and safety plans" or "project health and safety plans")

3.2 Construction Workplace

A construction workplace is a unit comprising of a business office and project sites, who have agreed to undertake the work in the contracted project.

3.3 Contractor

A contractor is a corporate body (an employer) executing construction business at a construction workplace.

3.4 Business Office

A business office is an organization, either a head office or a branch office (of a contractor) that instructs, supports, and manages project sites.

3.5 Project Site

A project site is an organization executing a construction project at its site.

3.6 System Audit

A system audit is an inspection and assessment carried out periodically by the contractor, with health and safety plan period in mind, to determine whether the measures are appropriately taken as required by the system.

4. Scope

Measures taken according to the system shall basically be implemented in a unit comprising of a business office who signed the contract and the project sites where the contracted works are to be carried out.

5. General Requirements in Establishing COHSMS

In order to establish, implement and operate the system continuously and appropriately, contractors and project site managers should carry out the following general requirements.

5.1 General Requirements at a Business Office

5.1.1 Declaration of Health and Safety Policy

- 1) Contractors should announce their health and safety policies for the workplaces, and ensure that employees, subcontractors and other people concerned are fully informed.
- 2) A health and safety policy is an expression of basic concept for safety and health of a construction workplace, to improve health and safety level of a construction workplace, and should provide for the following;
 - (1) The objective is prevention of industrial accidents.

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- (2) Carry out health and safety activities with cooperation of the workers.
 - (3) Compliance with all safety and health laws and regulations and with all rules pertaining to a construction workplace (hereinafter referred to as " construction workplace safety and health rules"), etc.
 - (4) Proper implementation and operation of the measures stated in COHSMS.

5.1.2 Feedback Employees' Opinions in Health and Safety Measures

When contractors set up health and safety target, or draft, implement, evaluate, or improve health and safety plan, they must set up procedures for incorporating employees' opinions and feedback. Such procedures may include, for example, the use of a health and safety committee, etc.(health and safety committee, safety committee, or health committee)

5.1.3 Establishing an Organization for COHSMS

In order to establish an organization to run the system at a construction workplace properly, contractors should take the following measures.

- (1) Contractors should appoint an overall controller who will oversee entire a construction workplace as the top COHSMS manager, and stipulate clearly his/her roles, responsibilities, and authority.
- (2) Contractors should appoint persons responsible for the system management at every level and stipulate their roles, responsibilities, and authorities.(these include <1> directors, division heads and section chiefs of a "health and safety division", "construction management division", etc. in the business office; <2> project site manager, chief engineer, etc. in the project sites.)
- (3) Contractors should fully inform employees, subcontractors, and people concerned about the aforementioned roles, responsibilities and authority.
- (4) Contractors should make an effort to ensure sufficient personnel and funds for the establishment, implementation and operation of their COHSMS.
- (5) Contractors should fully utilize health and safety committees for the implementation and operation of their COHSMS.

5.1.4 System Education and Training

Contractors should establish and implement procedures for education and training of their employees about COHSMS.

5.1.5 Evaluation of Subcontractors' Health and Safety Management Capabilities

- 1) Contractors should establish procedures for evaluating their subcontractors' capabilities regarding health and safety management, so that they can select or upgrade capable subcontractors, and also evaluate the subcontractors following the procedures.
- 2) Contractors should utilize the result of the aforementioned evaluation for education of subcontractors and also for selection of subcontractors in other projects.

5.1.6 Documentation

- 1) Contractors should clarify the following in writing.
 - (1) Health and safety policy

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- (2) Roles, responsibilities, and authorities of the top COHSMS manager and persons responsible for system management at all levels
 - (3) Health and safety targets
 - (4) Health and safety plan
 - (5) Following procedures established in accordance with the provisions concerning general requirements at a business office
 - ① Feedback employee's opinion
 - ② System education and training
 - ③ Evaluation of health and safety management capability of subcontractors
 - ④ Document management
 - ⑤ Investigation of risks and hazards and determining measures to be implemented
 - ⑥ Implementation of health and safety plans, etc.
 - ⑦ Routine inspections and improvements, etc.
 - ⑧ Investigating causes of industrial accidents
 - ⑨ System audit
 - (6) Following procedures established in accordance with the provisions concerning general requirements at a project site
 - ① Feedback employee's opinion
 - ② Evaluation of health and safety management capability of subcontractors
 - ③ Document management
 - ④ Records
 - ⑤ Investigation of risks and hazards and determining measures to be implemented
 - ⑥ Implementation of project health and safety plan, etc.
 - ⑦ Routine inspections and improvements, etc.
 - ⑧ Investigating causes of industrial accidents
- 2) Contractors should establish procedures for the handling of the above mentioned documents and implement in accordance with the procedures.

5.1.7 Records

Contractors should keep and store records of their COHSMS implementation and operation, including the implementation and operation of their health and safety plans, and the results of system audit etc.

5.1.8 Investigation of Risks and/or Hazards and Determination of Countermeasures

- 1) Contractors should adopt specific procedures to investigate construction activity risks and/or hazards according to "guidelines on investigation of risks and hazards", set by article 28 clause 2-2 of the Industrial Safety and Health Law, and also investigate risks and/or hazards in accordance with the procedures.
- 2) Contractors should adopt specific procedures to determine measures to be taken in order to reduce or eliminate the risks and /or hazards or health impairment investigated as specified in 5.1.8, paragraph 1), and also determine necessary countermeasures in accordance with the procedures.
- 3) Contractors should adopt specific procedures to determine measures to be taken that are required

under the terms of industrial safety and health laws and related regulations, as well as construction workplace safety and health rules, and also determine necessary measures in accordance with the procedures.

5.1.9 Adoption of Health and Safety Targets

Contractors should adopt health and safety targets based on their health and safety policies, taking the following into account. By doing so, the contractors declare the goals to be achieved within the limited period, and ensure that employees, subcontractors, and people concerned understand the goals.

- (1) The result of investigation of risks and/or hazards
- (2) Past records of achievement of health and safety targets, and industrial accident data

5.1.10 Formulation of a Health and Safety Plan

- 1) Contractors should formulate health and safety plans within the limited period to achieve their health and safety targets, based on the result of investigation of risks and/or hazards, and ensure that employees, subcontractors, and people concerned are informed of such plans.
- 2) A health and safety plan should contain description of actual activities and schedules to achieve the health and safety target, and should include the following;
 - (1) Measures described in 5.1.8-2) and 3) and implementation schedules
 - (2) Special events related to health and safety, and anything related to daily health and safety activities such as Safety Work Cycle etc.
 - (3) Contents of health and safety education/training, and implementation schedules
 - (4) Measures to be taken for subcontractors and implementation schedules
 - (5) Issues related to work site instructions and support
 - (6) Issues related to period of health and safety plans
 - (7) Issues related to revision of health and safety plans

5.1.11 Implementation of a Health and Safety Plan

- 1) Contractors should establish and implement procedures for implementing and operating their health and safety plans continuously and in an appropriate manner .
- 2) Contractors should establish and implement procedures for informing employees, subcontractors, and people concerned about measures that are required for the appropriate and continuous implementation and operation of the health and safety plans.

5.1.12 Measures for Emergency Situations

Contractors should establish procedures to follow when an industrial accident is imminent (hereinafter referred to as "emergency situation"), to prevent industrial accident from happening, and also must act appropriately following the procedure.

5.1.13 Routine Inspections and Improvements etc.

- 1) Contractors should establish and implement procedures for routine inspections and improvements of the manner in which the health and safety plan is implemented and operated, etc.
- 2) When contractors formulate a new health and safety plan for a different project, they should incorporate into the plan the results of the measures called for in the previous paragraph.

5.1.14 Investigating Causes of Industrial Accidents etc.

- 1) Contractors should establish and implement procedures for investigating the causes of industrial accidents should they occur, and also the procedures for determining the causes and problems of such accidents, and formulating countermeasures to eliminate these problems.
- 2) When contractors formulate a new health and safety plan, they should incorporate into the plan the results of the measures called for in the previous paragraph.

5.1.15 System audits

- 1) Contractors should formulate a plan for periodical system audits, and establish and implement procedures for the implementation of the audits on articles described from 5.1.1 to 5.1.14, and from 5.2.1 to 5.2.13.
- 2) Based on the system audit results described in paragraph 1), if it is found necessary, contractors should improve the manner in which COHSMS is operated.

5.1.16 Revisions to the system

Based on the result of the system audit described in 5.1.15-1), contractors should revise their COHSMS to maintain the appropriateness and effectiveness of their COHSMS, by regularly revising their health and safety policy, the procedures established on the basis of these guidelines.

5.2 General Requirements at a Project Site

5.2.1 Declaration of Project Health and Safety Policy

- 1) The project site manager should announce his project health and safety policy, and ensure that employees related to the project, subcontractors, and people concerned are fully informed.
- 2) The project health and safety policy shows basic concept towards construction work to ensure health and safety of the project site, and takes into consideration special features of the work at the site, the health and safety policy, the health and safety target, and the health and safety plan set by the contractor.

5.2.2 Feedback Employees' Opinion in Health and Safety Measures

The project site manager should endeavor to incorporate both employees' and subcontractors' opinion in setting a project health and safety target, as well as in planning, implementation, and evaluation of the project health and safety plan, following the procedures specified in 5.1.6-1) (6).

5.2.3 Ensuring understanding about an Organization for the system

- 1) The project site manager should fully inform employees related to the project, subcontractors, and people concerned about roles, responsibilities, and authority of all who are responsible for the system management at every level.
- 2) The project site manager should clearly show by using organization chart etc., who are appointed as persons responsible for the system management at every level related to the project.

5.2.4 Evaluation of Subcontractors' Health and Safety Management Capabilities

The project site manager should evaluate the subcontractors' capabilities regarding health and safety management etc. in accordance with the procedure specified in 5.1.6-1) (6), to select better subcontractors and also to foster good ones in terms of safety and health. The project site manager should report the result to the contractor.

5.2.5 Documentation

- 1) The project site manager should clarify the following in writing and keep those documents following the procedure specified in 5.1.6-1) (6).
 - (1) A project health and safety policy
 - (2) A project health and safety targets
 - (3) A project health and safety plan
- 2) The project site manager should submit all the documents described 1) to the contractor following the procedure specified in 5.1.6-1) (6).

5.2.6 Records

- 1) Following the procedure specified in 5.1.6-1) (6), the project site manager should keep and store records of their COHSMS implementation and operation, including the implementation and operation of project health and safety plan, routine inspections and improvements etc., and keep all those records.
- 2) The project site manager should submit all the records described in 1) to the contractor following the procedure specified in 5.1.6-1) (6).

5.2.7 Investigation of Risks and/or Hazards and Determination of Countermeasures

- 1) The project site manager should investigate construction activity risks and/or hazards related to the project following procedures specified in 5.1.6-1) (6) based on "guidelines on investigation of risks and hazards" stipulated by article 28 clause 2-2 of the Industrial Safety and Health Law.
- 2) The project site manager should determine measures to be taken in order to reduce or eliminate the risks and /or hazards or health impairment related to the project investigated as specified in 1), following the procedures specified in 5.1.6-1) (6).
- 3) Following the procedures specified in 5.1.6-1) (6), the project site manager should determine measures to be taken that are required under the terms of industrial safety and health laws and related regulations, as well as construction workplace safety and health rules.

5.2.8 Adoption of Project Health and Safety Targets

The project site manager should adopt project health and safety targets, based on the project health and safety policy, taking the following into consideration. By doing so, the project site manager declare the goals to be achieved within the construction period or the limited period. The project site manager should ensure that employees related to the project, subcontractors, and people concerned understand the goals.

- (1) Result of investigation of risks and hazards
- (2) Past records of achievement of project health and safety targets, and industrial accident data

5.2.9 Formulation of a Project Health and Safety Plan

- 1) The project site manager should formulate the project health and safety plans within the construction period or the limited period, to achieve project health and safety targets based on the result of investigation of risks and/or hazards related to the project. The project site manager should also ensure that employees related to the project, subcontractors, and people concerned are informed of such plans.
- 2) In order to achieve project health and safety targets, a project health and safety plan should include the following;
 - (1) Measures described in 5.2.7-2), 3), and implementation schedules
 - (2) Special events related to health and safety, and anything related to daily health and safety activities such as Safety Work Cycle etc.
 - (3) Content of health and safety education/training, and implementation schedules
 - (4) Measures to be taken for subcontractors and implementation schedules
 - (5) Issues related to period of the project health and safety plans
 - (6) Issues related to revision of the project health and safety plans

5.2.10 Implementation and Operation of a Project Health and Safety Plan

- 1) The project site manager should implement and operate appropriately and continuously the project health and safety plans following the procedures specified in 5.1.6-1) (6).
- 2) The project site manager should inform employees related to the project, subcontractors, and people concerned about measures that are required for the appropriate and continuous implementation and operation of the project health and safety plans, following the procedures specified in 5.1.6-1) (6).

5.2.11 Measures for Emergency Situations

The project site manager should make in advance project emergency risk assessments, and carry out the necessary measures in accordance with the procedures specified in 5.1.12.

5.2.12 Routine Inspections and Improvements etc.

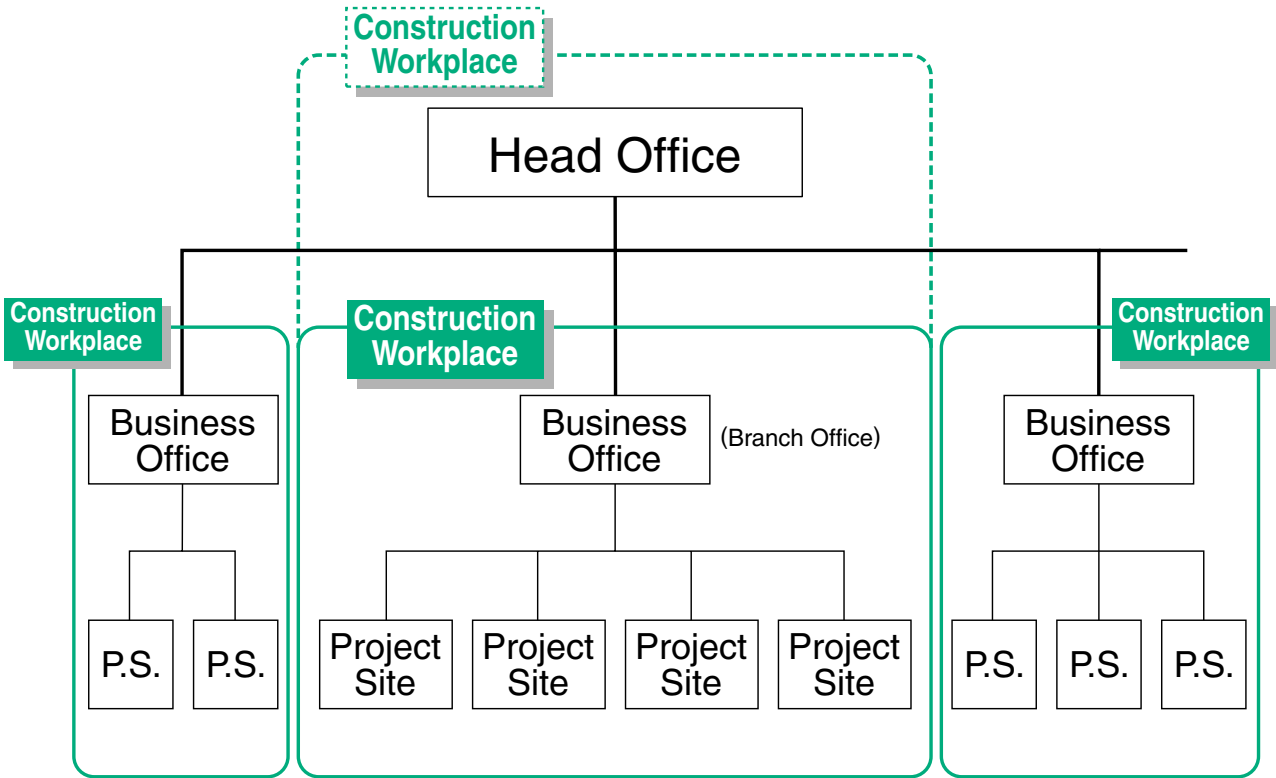
- 1) The project site manager should carry out routine inspections and improvements of the project health and safety plans, following the procedures specified in 5.1.6-1) (6).
- 2) If the project health and safety plans have been set up for a certain period, the project site manager should reflect the result of routine inspections and improvements described in 1) to the next project health and safety plans.

5.2.13 Investigating Causes of Industrial Accidents etc.

- 1) When an industrial accident occurs at the project site, the project site manager should investigate the causes of the accident, determine the problems, and make improvements, following the procedures specified in 5.1.6-1) (6).
- 2) If the project health and safety plans have been set up for a certain period, the project site manager should reflect to the next project health and safety plans, the result of the investigation of the industrial accident and its cause, determination of problems and improvements described in 1).

Appendix A

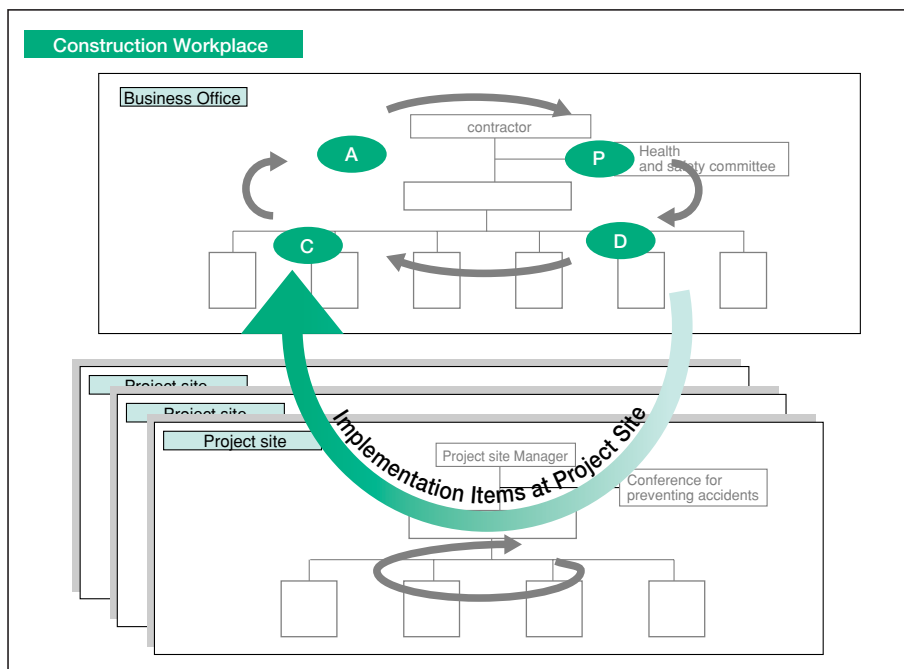
"Construction Workplace" to establish COHSMS in a Construction Enterprise



Workplace: Under this COHSMS, a construction workplace is a conceptual unit integrating a business office and multiple project sites under the management of the business office.

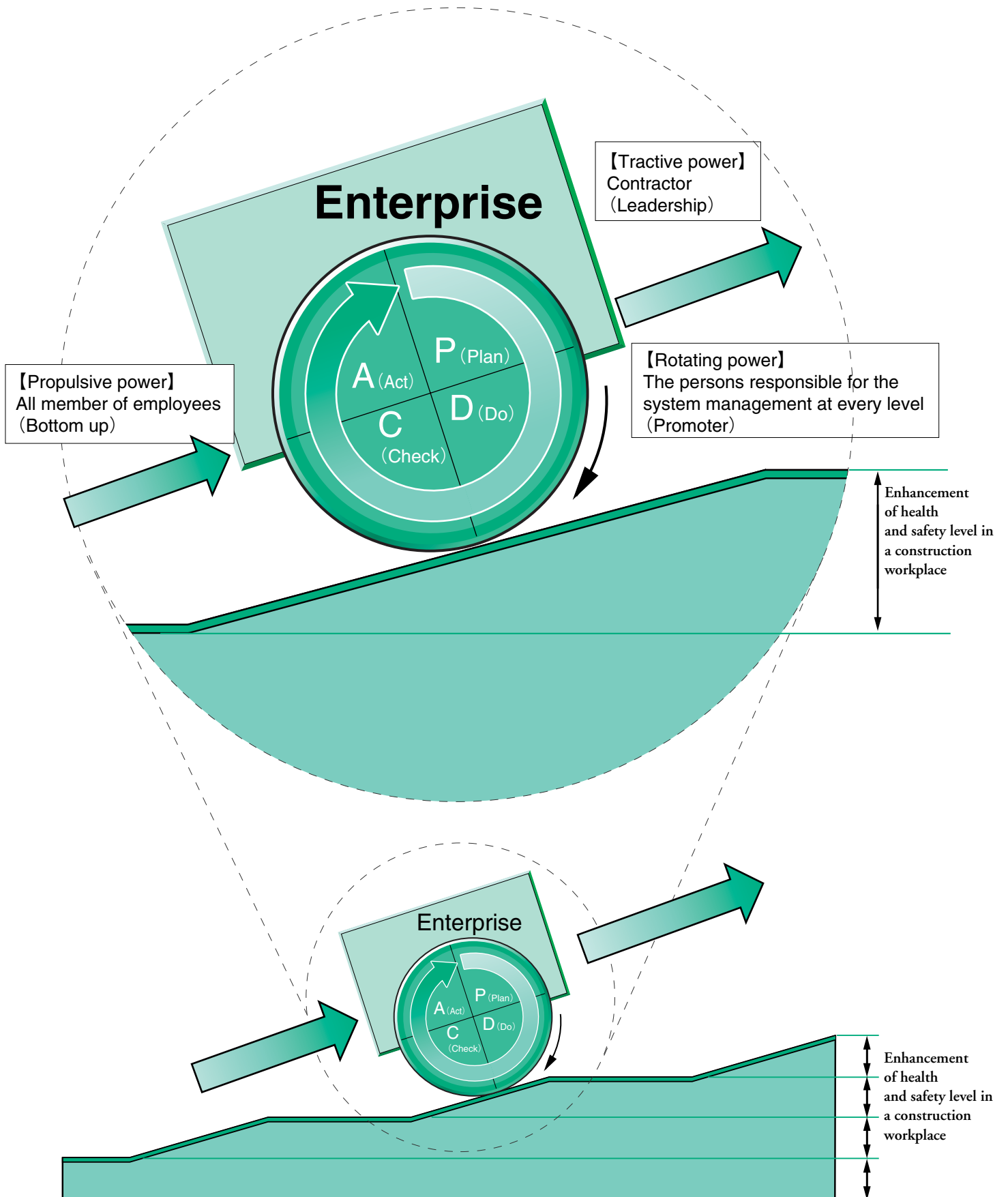
Appendix B

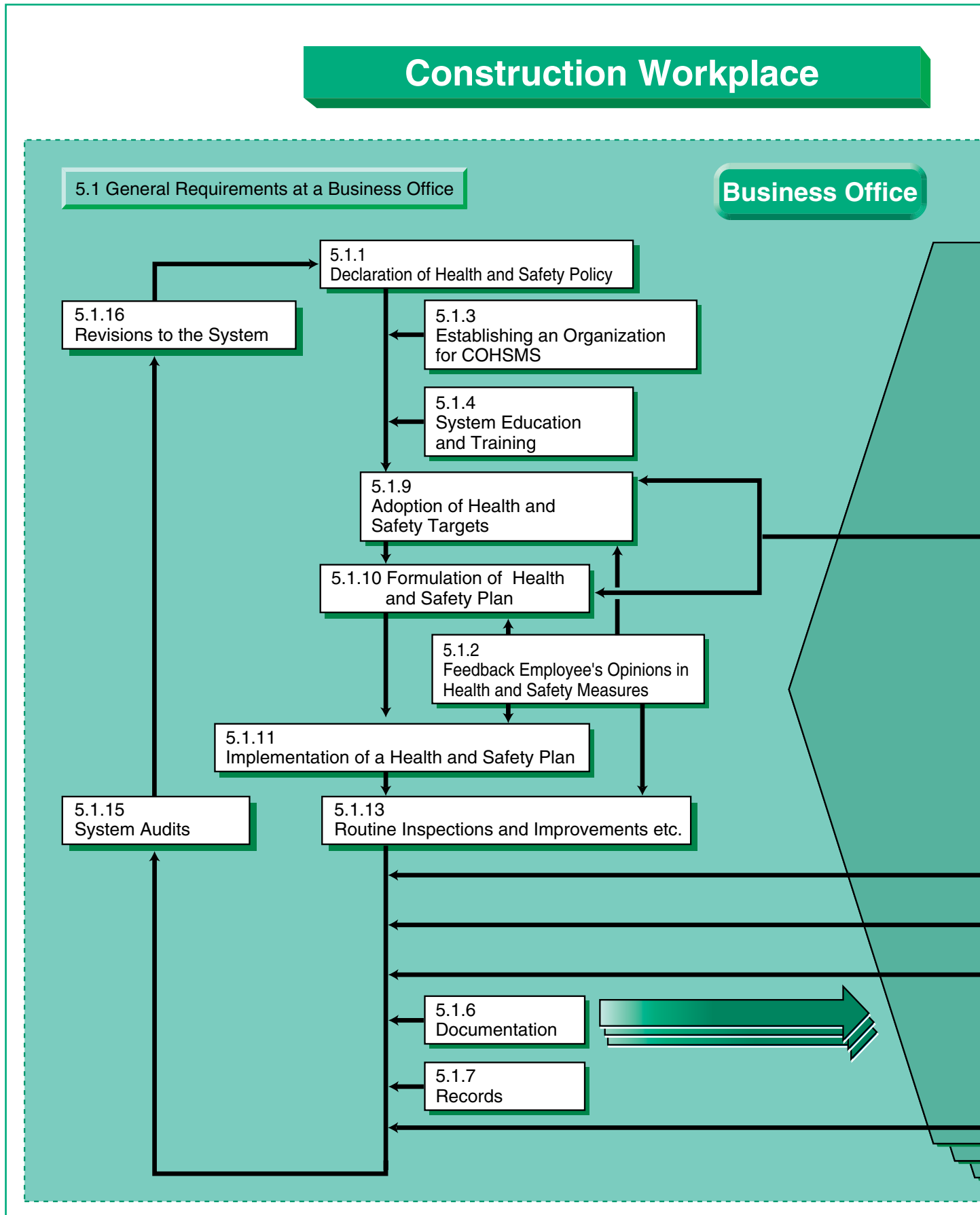
Relationship of 「PDCA cycle」 and 「a Business Office and Project Sites」



Appendix C

Elements of Successful COHSMS





Project Site

5.2 General Requirements at a Project Site

