



Balfour Beatty
Supervisors Passport Scheme
Introduction / Overview

Introduction

- The Supervisors Passport Scheme is an important component of Balfour Beatty's Inspirational Supervision Programme which is included in our 8 Strategic Priorities for 2023
- The key objectives of the passport scheme are to:
 - embed and reinforce our high-standard safety culture into the fabric of our business & our supply chain
 - increase our overall business and supply chain HS&E performance and competencies to deliver the requirements defined in our Business Management System and achieve our Zero Harm goal
- A small working group, led by John Dowling, was formed during 2022 to bring the Supervisors Passport 'to life' and ensure smooth implementation of the passport scheme
- The passport scheme was successfully launched to the Balfour Beatty Supervisors community on 4th April 2023 with approximately 1,100 Balfour Beatty supervisors now attaining the passport.



Inspirational Supervision-
Development, Mentoring, GBL

So...what was previously in place?

- Our Business Management System states “The Site Lead must ensure that a review is undertaken to confirm that competent Supervisors are appointed (HSES-TF-0026c Supervisor Competency Review)”

Setting People to Work Safely*	Make Safety Personal – Foundation (Bronze)*	The Problem with People, Vehicles and Plant Interface*	Supervisors Induction*
Zero Harm Induction*	CITB Site Managers Safety Training Scheme*	CITB Site Environmental Awareness Training Scheme*	Start the Conversation**
Make Safety Personal – Supervising and Managing (Silver)**	Introduction to the BMS**	CITB Temporary Works Supervisor**	Environment and Sustainability Site Awareness One OR Two**

- HSES-TF-0026c Supervisor Competency Review includes the timeframes of **3 months & 12 months** when undertaking Supervisors duties on a Balfour Beatty site (this also includes Supply Chain Supervisors)
- The burning question was “How are Supply Chain Supervisors currently providing evidence of attendance/completion?”
- The existing process obviously required updating.

Concerns relating to our current processes...

- The timeframes of **3 months** & **12 months** of starting employment on a Balfour Beatty site or becoming a Supervisor at this level could also result in:
 - Balfour Beatty and their supply chain partners being 'exposed' with reference to litigation if incidents occur during these interim periods
 - non-compliance with our Business Management System requirements e.g., ZH Induction; Supervisors Induction; The Problem with People, Vehicles and Plant Interface; CITB SMSTS should all be delivered prior to the 3-month timeframe
- Substantial time, costs and training resource requirements in delivering and/or attending these face-to-face courses (to both Balfour Beatty and their Supply Chain Partners)
- Potential for mixed or diluted messages being delivered – delivery of key messages are very much dependant on individual trainers across the various Sector Business Units
- No current standardised training presentations in place e.g. Supervisors Induction and Setting People to Work Safely
- Unnecessary costs to Balfour Beatty and their Supply Chain Partners due to mandating training courses such as Temporary Works Supervisor which is a project specific appointed role within our Business Management System

5 Steps to attaining the Passport



Step 1

Supervisors must obtain a BB digital identity by completing the MSite registration / onboarding protocol prior to arriving on site.

Step 2

As a follow-on to completing the MSite registration / onboarding protocol, Supervisors will be sent a link which will enable them to access the Supervisors Passport Scheme (External LMS) directly or alternatively via Site Apps– options will be to download the links to desktop or open via browser.

Step 3

Accessing via the Site Apps route also provides access to various web applications, over and above the Supervisors Passport Scheme (External LMS)

Step 4

Modules 1-5 to be completed before undertaking a Supervisory role on a Balfour Beatty site.

Total completion time: Approx. 3.5 hours

Step 5

Modules 6-12 to be completed within three months of undertaking a Supervisory role on a Balfour Beatty site.

Total completion time: Approx. 11.5 hours

“Inspirational Supervision - It’s more than just a job, It’s a Career”

The Supervisors Passport

“Inspirational Supervision - It's more than just a job, It's a Career”

So...what are we putting into place?

- The Supervisors Passport mandatory courses (all Supervisors) replace our previous mandated courses. All of the courses are available to both Balfour Beatty and Supply Chain Supervisors for self-delivery via eLearning or Sway presentations on the BB External Learning Management System (LMS) which is accessed via Site Apps

1. Initial Training and Assessment (CSCS / CITB SS+ SSSTS)	2. Zero Harm Induction	3. Supervisor's Induction (Roles and Responsibilities)	4. Setting People to Work Safely
5. People, Vehicles and Plant Interface	6. Make Safety Personal – Foundation (Bronze)	7. Make Safety Personal – Supervising and Managing (Silver)	8. Temporary Works
9. Incident Investigation & Reporting	10. Health Risks in Construction	11. Mental Health & Wellbeing	12. Environment & Sustainability

- Modules 1-5** should be completed **prior to** undertaking a Supervisory role on a Balfour Beatty site
- Modules 6-12** should be completed within **3 months** of undertaking a Supervisory role on a Balfour Beatty site

“Inspirational Supervision - It's more than just a job, It's a Career”

Benefits

- eLearning or Sway presentations via the BB External LMS will save on time, costs and training resources and ensure the minimum baseline training and competency requirements are in place prior to anyone commencing supervisory duties on a Balfour Beatty project
- Ensures the full suite of mandatory training and competency requirements are met within 3 months of commencing supervisory duties on a Balfour Beatty project
- eLearning or Sway presentations results in supervisors being able to attend and complete individual modules at a time and pace that suits personal and project programme timeframes e.g. they are not taken away from their duties to attend face-to-face training courses at times when it may not be suitable to them or the project
- eLearning or Sway presentations results in supervisors receiving 'no mixed, clouded or diluted messages' i.e. messages can very often become 'mixed, clouded or diluted' when being delivered by multiple trainers across various SBUs.
- eLearning or Sway presentations provides a digital identity for both Balfour Beatty and supply chain supervisors and reduces paper records & allows retention of information.

“Inspirational Supervision - It's more than just a job, It's a Career”

Balfour Beatty Academy eLearning Platform

- **Please note:** only courses that have been taken via the BB External LMS platform will be recorded on the Supervisors Passport profiles and therefore in the event that a training course has been previously delivered out-with the BB External LMS platform, then a re-take is necessary.

Balfour Beatty

You are not logged in.



Supervisors' Career Development

- Supply Chain Supervisors learning / development and career progression should continue to be via the Supply Chain's internal Supervisors Development Programmes.



MSite TQs and Support

- If you have any technical queries or require additional guidance / support or have any feedback relating to MSite, please contact one of the following:
 - Tumelty, Sean – Digital Lead Sean.Tumelty@balfourbeatty.com
 - Hammersley, Brian – Contract Director Brian.Hammersley@balfourbeatty.com
 - Bevan, Dave – Training Manager Dave.Bevan@balfourbeatty.com
 - Snowden, Richard – Digital Lead Richard.Snowden@balfourbeatty.com
 - Foster, Lisa – Mobilisation Manager Lisa.Foster@balfourbeatty.com
 - Wragg, Nicola – Security Advisor Nicola.Wragg@balfourbeatty.com

Site Apps TQs and Support

- If you have any technical queries or require additional guidance / support or have any feedback relating to Site Apps, please contact one of the following:
 - Higgins, Mick – Programme Manager mick.higgins@balfourbeatty.com
 - Potter, Tom – IT Project Manager Tom.Potter@balfourbeatty.com
 - Weir, Mark – IT Solution Architect Mark.Weir2@balfourbeatty.com
 - Wilson, Edwin – IT Business Analyst Edwin.Wilson@balfourbeatty.com
 - Cooper, Christopher – IT Developer Christopher.Cooper@balfourbeatty.com
 - Day, Chris – Lead Graphic Designer Chris.Day@balfourbeatty.com

A final word...

Our Zero Harm vision

- At Balfour Beatty we believe that our long-term success is dependent upon the ability to keep our people, business partners, suppliers, subcontractors and members of the public safe and well, and the environment free from harm.
- Nothing we do is so important that it cannot be done safely.
- Only by setting the highest standards will we be able to realise our Zero Harm ambition and ensure we send everyone home safe and well to their loved ones at the end of the day.
- **Lee Hewitt**
Health, Safety and Environment Director



Supervisor Passport TQs and Support

- If you have any technical queries or require additional guidance / support or have any feedback relating to the content of the Supervisors Passport, please contact:
 - Martin, Jamie – Head of HS&E Projects jamie.martin@balfourbeatty.com

Balfour Beatty