



Tripartite Alliance for  
Workplace Safety and Health

# Briefing to Accredited SAC-AOs on the Revised ConSASS Checklist, Scorecard, Interview Sheets 2020

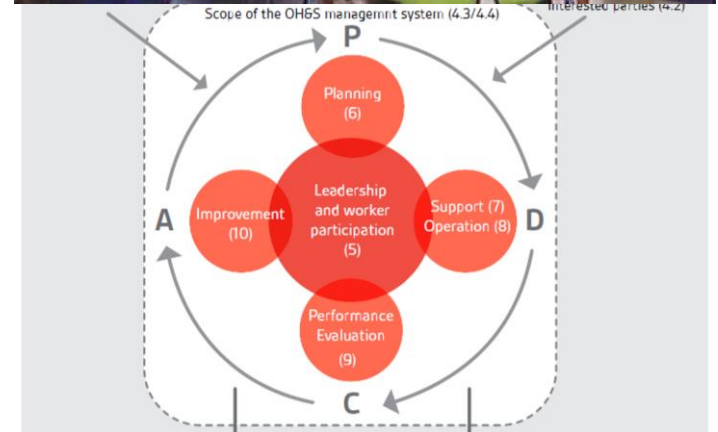


10 and 14 May 2021

By ConSASS Review Workgroup

# Outline

- Background
- Key changes made
- Other Features
- Reporting requirements
- Schedule



# Background

- With the introduction of ISO 45001:2018 – OHSMS coupled with the development of WSH 2028 tripartite WSH strategies, a ConSASS Review workgroup was formed in March 2019 under the ambit of the WSH Council (Construction and Landscape) Committee to review and update ConSASS to be in alignment with ISO45001.
- This is timely as ConSASS was last reviewed in 2013.
- In June 2020, the ConSASS Review workgroup has completed its first draft and approval was sought from MOM to carry out pilot trials.
- In September 2020, 10 construction worksites with a good mix of civil and structural works were selected to be audited using this new ConSASS.
- The pilot trials served to gather feedback and comments from the industry and WSH Auditors. Thereafter, further refinement of the checklist, scorecard and interview sheets were carried out.

# Focused Areas of Pilot and Trial

1. Guidance notes and standards
2. Auditor Remarks/Verification mode
3. Questionnaires for IP, DR, & PI
4. Score card with 20 elements
5. Experiences using Hard vs Soft copy

# Key Revisions to the ConSASS checklist

The principles of the ConSASS audit remain the same where an increased in banding reflects maturity of the elements and each banding still required to satisfy at least 70% of the questions within each band.

# Objectives and methodology

## – remain unchanged

### Construction Safety Audit Scoring System (ConSASS)

- Auditing tool
- Objective assessment of the safety and health system for worksites.
- Helps management strategise resources
- Elevates standards and improves the management of WSH risks.



**WSHAC**

WORKPLACE SAFETY AND HEALTH ADVISORY COMMITTEE

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The summary of the key revisions to the ConSASS checklist are as follows.

System Elements increased from 17 to 20, in alignment to ISO 45001;  
Structural re-organisation from 4-bands to 3-bands, to lessen the focus on documentation checks;

Reduction on total number of questions from 348 to 203 questions (reduction of 41.7%);

Focus more on the implementation of WSH practices, an increase of 50.9% of questions on implementation compared to current version of 37.9% ; and

Incorporated WSH 2028 recommendations (Ownership, Health and Technology), Design for Safety, near miss reporting etc. when designing the audit questions to raise the WSH standards

# Banding System revised

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**Band I:** Questions evaluate whether the WSHMS has comprehensive coverage of all system elements.



**Band II:** Questions check whether the WSHMS is well-implemented on site.



**Band III:** Questions evaluate whether the company/ site has implemented selected industry best practices.



# The new Score Card (with 20 elements)

S/No.	System Elements	BAND			Instructions:
		I	II	III	
1	WSH Policy				- Shade cells that achieve 70% and above in ascending band sequence, starting from Band I.
2	Organisational roles, responsibilities and authorities				
3	Actions to address risk, opportunities, legal & other requirements				
4	WSH Objectives & Planning to achieve them				
5	Resources				
6	Competence				
7	Awareness				
8	Communication				
9	Documented information				
10	Operational planning & control				
11	Safety controls				
12	Health and wellness controls				
13	Contractor Management & Procurement				
14	Emergency preparedness				
15	System monitoring, performance and compliance evaluation				
16	WSH inspections				
17	Internal audit				
18	Management review				
19	Incident, non conformity and corrective actions				
20	Continual improvement				
No. of elements in band ( $\geq 70\%$ )		/ 20	/ 20	/ 20	
% of Total element score 70% and above					
Mean score in each band					

# Comparison at a glance

1. Reduce 4-Band to a 3-Band structure to be less focus on documentation
2. Increase to 20 Elements from 17 Elements
3. Reduce the total number of questions from 348 to 203, reduced by 41.7%
4. Focus more checks on implementation, 52.2% compared to current version of 38% on implementation.

## Current ConSASS (2013 version)

No. of Questions  
Percentage

	Documentation	Implementation	Best practices	
	Band I	Band II	Band III	Band IV
No. of Questions	37	125	132	54
Percentage	46.6%	37.9%	15.5%	100%

↓ reduce by **41.7%**

## Revised ConSASS (2020 version)

No. of Questions  
Percentage

	Band I	Band II	Band III	Total no. of Questions
No. of Questions	56	106	41	203
Percentage	27.6%	52.2%	20.2%	100%

↑ Increase by **14.3%**

## NUMBER OF QUESTIONS IN EACH ELEMENT

S/No.	System Elements	BAND			ISO 45001	No. of Questions
		I	II	III		
1	WSH Policy	2	4	1	Clause 5	14
2	Organisational roles, responsibilities and authorities	1	4	2		
3	Actions to address risk, opportunities, legal & other requirements	4	11	3	Clause 6	31
4	WSH Objectives & Planning to achieve them	4	5	4		
5	Resources	1	4	2	Clause 7	49
6	Competence	2	6	2		
7	Awareness	1	4	1		
8	Communication	5	6	2		
9	Documented information	5	6	2	Clause 8	51
10	Operational planning & control	5	7	2		
11	Safety controls	8	6	0		
12	Health and wellness controls	1	4	2		
13	Contractor Management & Procurement	2	4	1	Clause 9	38
14	Emergency preparedness	2	6	1		
15	System monitoring, performance and compliance evaluation	2	5	3		
16	WSH inspections	3	5	3		
17	Internal audit	2	5	2	Clause 10	20
18	Management review	1	5	2		
19	Incident, non conformity and corrective actions	4	5	4		
20	Continual improvement	1	4	2		
		56	106	41		

**203**

# Other features

1. Align all ISO 45001 requirements in 3 Bands
2. Incorporated WSH 2028 recommendations (Ownership, Health and Technology), Design for Safety in designing the questions
3. No specific elements for “Leadership/Commitment” and “Consultation and participation of workers” but have questions embedded in 20 Elements as appropriate
4. UAI reference had been removed
5. Localised guidance notes on WSHMS for auditors / Occupiers, e.g. *bizSAFE, SnapSAFE, CultureSAFE, STO, TWSH, etc*
6. Specific parameters and requirement are defined for implementation before credits can be given

BAND	ConSASS No.	Guidance notes and requirements	Audit Question	DR-IP-PI	Results			Auditor's Remarks
					Yes	No	NA	
III	15.10	Performance evaluation involves with many records and data and it would be easier if a digital platform is used. For example, trend analysis on the findings of internal audit (IA) and inspection results will provide specific insight for improvement in WSHMS.	Is a digital platform developed and used to record, measure, monitor, analysis, and evaluate WSH performance and drive WSH improvement? (e.g. IT Software solutions) <i>Check for implemented platform.</i>	DR/PI				
	16.0	<b>WSH Inspections</b>						
I	16.1 45K 9.1.1	WSH inspections shall cover all work locations at the worksite where all safety, health, and wellbeing concerns of the workers are checked and verified that they conform to the organisational and industrial requirements, including legal and other requirements.  Due to the ever changing conditions at worksite, organisation may have various WSH inspection requirements defining on who to perform the inspection, what areas to be inspected, and the inspection frequency during the construction period.  Auditor shall evaluate the adequacy of the WSH inspection before credit is given to this question. At a minimum, WSH inspections by the WSH Committee members must be in place.	Are processes established for WSH inspections to be carried out covering all the work locations thoroughly, in view of the dynamic and rapid changes of the worksite conditions, and <u>at least once in every month</u> ? <i>Check for WSH inspection system defined at the worksite and criteria set.</i>					<b>Type of Inspection planned, established &amp; maintained:</b> <input type="checkbox"/> ALL areas by WSH Committee member, monthly <input type="checkbox"/> _____ by _____, weekly/monthly* <input type="checkbox"/> _____ by _____, weekly/monthly* <input type="checkbox"/> _____ by _____, weekly/monthly*

WSH inspections shall cover all work locations at the worksite where all safety, health, and wellbeing concerns of the workers are checked and verified that they conform to the organisational and industrial requirements, including legal and other requirements.

Due to the ever changing conditions at worksite, organisation may have various WSH inspection requirements defining on who to perform the inspection, what areas to be inspected, and the inspection frequency during the construction period.

Auditor shall evaluate the adequacy of the WSH inspection before credit is given to this question. At a minimum,

WSH inspections by the WSH Committee members must be in place.

### Type of Inspection planned, established & maintained:

☐ ALL areas by WSH Committee member, monthly

☐ \_\_\_\_\_ by \_\_\_\_\_, weekly/monthly\*

☐ \_\_\_\_\_ by \_\_\_\_\_, weekly/monthly\*

☐ \_\_\_\_\_ by \_\_\_\_\_, weekly/monthly\*

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minimum,

II	18.2 45K 9.3	<p>The 'actual happening' shall include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>(1) the status update of actions from previous MR meeting;</li> <li>(2) the extent to which the WSH policy and the WSH objectives have been met (as gathered from Question 15.1, ISO 45001 Clause 9.1);</li> <li>(3) leadership and commitment demonstrated;</li> <li>(4) areas where consultation and participations had taken places; and</li> <li>(5) WSH budget and resources (actual vs planned).</li> </ul> <p>NO Credit will be given to all the remaining Band II and Band III questions of this Element 18 on Management Review if none of the worksite's top management (i.e. the PD, PM or CM of the worksite) had attended the last MR meeting. Proceed to next element, i.e. question 19.1.</p>	Are formal MR meetings conducted with adequate inputs and information of the 'actual happenings' at the worksite provided for deliberation by the top management? <i>Check minutes of MR meeting.</i>	DR			<p>Date of last MR meeting: _____</p> <p>Attended by PD/PM/CM: _____</p> <p>(Name)</p>
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The 'actual happening' shall include, but not limited to the following:

- (1) the status update of actions from previous MR meeting;
- (2) the extent to which the WSH policy and the WSH objectives have been met (as gathered from Question 15.1, ISO 45001 Clause 9.1);
- (3) leadership and commitment demonstrated;
- (4) areas where consultation and participations had taken places; and
- (5) WSH budget and resources (actual vs planned).

NO Credit will be given to all the remaining Band II and Band III questions of this Element 18 on Management Review if none of the worksite's top management (i.e. the PD, PM or CM of the worksite) had attended the last MR meeting. Proceed to next element, i.e. question 19.1.

# Other considerations

1. Some ISO 45001 requirements are placed in Band III as best practices, e.g. social risk factor on victimisation, harassment and bullying
2. Re-format the Interview of Personnel (IP) questionnaires

## Questionnaire for Interview of Personnel

Date of Audit:

Management	WSH personnel/ Committee Members	Line Manager	Workers / contractor / visitor	Linkage & Result
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1	(Top mgt) How do you show your WSH leadership and commitment at the worksite?				1.6
				/	
				%  YES/NO	
2	Did PD/PM/CM present WSH message during TBM or morning assembly every morning or week?				2.4
	<i>Yes, Yes,</i>	<i>Yes, No, No, Yes</i>	<i>No, No, Yes, No</i>	<i>No, Yes, Yes, No</i>	7/14
	<i>I presented.</i>	<i>The PM did</i>	<i>No</i>	<i>I don't know who</i>	50%
		<i>No, at all</i>	<i>No, that I can rem.</i>	<i>Yes, I saw the PM did not</i>	YES/NO
		<i>Never see them at all</i>	<i>No far</i>	<i>Yes,</i>	
		<i>No, that I can remember.</i>	<i>No, at all</i>	<i>We never attend TBM</i>	
3	Did PD/PM/CM going around in the worksite to check on WSH compliance at the worksite?				2.4
				/	
				%  YES/NO	
4	In your opinion, is the company or management committed to provide a safe & healthy workplace to all workers at this worksite?				2.4



45

				/
				% YES/NO

46

				/
39 Questions for Management personnel	37 Questions for WSH personnel/WSH Committee members	39 Questions for Supervisors	27 Questions for workers	% YES/NO
Identification of persons interviewed <i>(Please note that identification should be brief to encourage open discussions, i.e. full names and/or ID numbers are not required)</i>				

# Reporting to Clients/ MOM/ WSHC Using the new ConSASS

- SHMS audit reporting – same same
- Report format as per AO template
- Score card – 3-Band & 20-Element
  - ☐ Upload to MOM's eServices need to convert to 4-Band & 17-Element
  - ☐ Follow *Conversion Matrix* spreadsheet

# Conversion Matrix

The workgroup has created a Excel *Conversion Matrix* to convert 3-Bands scorecard to 4-Bands Scorecard until the MOM webpage is upgraded.



S/No.	System Elements	BAND			
		I	II	III	IV
1	OSH Policy	100%	Transfer from Element 1 - WSH Policy		
2.1	Planning for hazard identification, risk assessment and risk control	100%	Transfer from Element 3 - Risk, legal, Opportunity		
2.2	Legal and other requirements	100%	Transfer from Element 3 - Risk, legal, Opportunity		
2.3	Objectives	100%	Transfer from Element 4 - WSH Obj & plans		
2.4	OSH Management Programme(s)	100%	Transfer from Element 4 - WSH Obj & plans		
3.1	Structure and responsibility	100%	Transfer from Element 2 - Roles, resp & auth.		
3.2	Training, awareness and competence	100%	Transfer from Element 5, 6, & 7. (Resources, competence & awareness)		
3.3	Consultation and communication	100%	Transfer from Element 8 - Communication		
3.4	Documentation	100%	Transfer from Element 9 - Documented information		
3.5	Document and data control	100%	Transfer from Element 9 - Documented information		
3.6	Operational control	100%	Transfer from Element 10, 11, 12, 13. (Ops planning, safety controls, health & wellness, contractor & procurement)		
3.7	Emergency preparedness and response	100%	Transfer from Element 14 - Emergency preparedness		
4.1	Performance measurement and monitoring	100%	Transfer from Element 15 and 16. (System monitoring, performance and compliance evaluation, & WSH inspection)		
4.2	Accidents, incidents, non-conformances and corrective and preventive action	100%	Transfer from Element 19 - Incident, NC and corrective actions		
4.3	Records and records management	100%	Transfer from Element 9 - Documented information		
4.4	Audit	100%	Transfer from Element 17 - Internal audit		
4.5	Management review	100%	Transfer from Element 18 and 20. (Management review & Continual improvement)		
No. of elements in band (≥70%)		17 / 17	/ 17	/ 17	/ 17
% of Total element score 70% and above		100%			

# Current (2013 version)

S/No.	System Elements	BAND			
		I	II	III	IV
4.1	Performance measurement and monitoring	100%	59%	70%	50%

Band II score as taken from  $(50\% + 67\%) \div 2 = 59\%$

S/No.	System Elements	BAND			
		I	II	III	IV
3.2	Training, awareness and competence	100%	83%	83%	83%

Band III score as taken from  $(67\% + 83\% + 100\%) \div 3 = 83\%$

S/No.	System Elements	BAND			
		I	II	III	IV
3.6	Operational control	100%	92%	77%	75%

Band II score as taken from  $(80\% + 88\% + 100\% + 100\%) \div 4 = 92\%$

Band III score as taken from  $(83\% + 83\% + 75\% + 67\%) \div 4 = 77\%$

Band IV score as taken from  $(50\% + NA + 50\% + 100\%) \div 3 = 67\%$

# Revised (2020 version)

S/No.	System Elements	BAND		
		I	II	III
15	System monitoring, performance and compliance evaluation	50%	60%	33%
16	WSH inspections	67%	80%	67%

S/No.	System Elements	BAND		
		I	II	III
5	Resources	100%	67%	50%
6	Competence	50%	83%	100%
7	Awareness	100%	100%	100%

Manual

Implementation

S/No.	System Elements	BAND		
		I	II	III
10	Operational planning & control	80%	83%	50%
11	Safety controls	88%	83%	NA
12	Health and wellness controls	100%	75%	50%
13	Contractor Management & Procurement	100%	67%	100%

Best practices

# Schedule

**The final date for the industry to transition to the new ConSASS is 1 Oct 2021.**

**From now to 30 September 2021, SAC Accredited-AOs can opt to use either the current or the new ConSASS.**

**From 1 Oct 2021 onwards, only the new ConSASS is allowed.**

**This has been made known to all Accredited SAC-AOs via two briefings conducted on 10 and 14 May 2021.**

# Contacts

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# Thank You

