



CONTENTS OVERVIEW

The simple-to-use software on CD-ROM includes all the sample documents in Word format, so they can be adapted and printed. There is also an A5 companion handbook.

A summary of CDM 2007

- Tables showing when the Regulations apply
- What CDM 2007 sets out to achieve
- The meaning and importance of 'notification'
- Checklist of duties under CDM
- The role of the HSE and how it affects clients
- The impact of different forms of procurement

Client's duties – starting a project

- Setting up suitable management arrangements
- Pro-forma letters: Appointing designers and contractors
- Checklists: Assessing the competence of clients/appointees
- Table: Contents of the construction phase plan
- Setting a programme, a budget and a procurement plan
- Table: Contents of the Health and Safety file
- Checklists: Client duties and activities

Client's duties

- Guidance on duties in the design phase (pre-construction)
- Example of checklist of client activity
- Guidance on duties in the construction phase
- Discussion guide forms
- Guidance on after construction
- The Health and Safety file
- Operational issues / Defects

CDM Co-ordinator's duties

- A CDM Co-ordinator's duties under CDM 2007
- Discussion guides for meetings with designers
- Preparing/updating the Health and Safety file
- Template for a Health and Safety file

Designer's duties

- Table: Assessment of competence
- Ensuring clients are aware of their CDM duties
- Tables: Elimination of hazards and reduction of risks during construction and workplace 'in-use'
- Example of a project risk register
- Checklists: Construction and workplace 'in-use' hazards
- Sample wording of letters to clients and contractors

Contractor's / Principal contractor's duties

- A contractor's/principal contractor's duties under CDM 2007
- Tables: Assessments of competence
- Liaising with the client, CDM Co-ordinator and designers

Appendices

- Frequently Asked Questions (FAQs)
- Case studies
- Tables of site safety issues
- The role of local authorities
- News about CDM incl. legal cases and HSE guidance

Updates

- Issued quarterly to reflect modifications to legal aspects or content, as well as for functional improvements

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