

**Q. What are the CDM Coordinators responsibilities/duties under CDM 2007?**

**A. CDM Co-ordinators Responsibilities**

CDM co-ordinators must:

- Give suitable and sufficient advice and assistance to clients in order to help them to comply with their duties, in particular:
  - The duty to appoint competent designers and contractors; and
  - The duty to ensure that adequate arrangements are in place for managing the project;
- Notify HSE about the project;
- Co-ordinate design work, planning and other preparation for construction where relevant to health and safety;
- Identify and collect the pre-construction information and advise the client if surveys need to be commissioned to fill significant gaps;
- Promptly provide in a convenient form to those involved with the design of the structure; and to every contractor (including the principal contractor) who may be or has been appointed by the client, such parts of the preconstruction information which are relevant to each;
- Manage the flow of health and safety information between clients, designers and contractors;
- Advise the client on the suitability of the initial construction phase plan and the arrangements made to ensure that welfare facilities are on site from the start;
- Produce or update a relevant, user friendly, health and safety file suitable for future use at the end of the construction phase.

CDM co-ordinators don't have to:

- Approve the appointment of designers, principal contractors or contractors, although they normally advise clients about competence and resources;
- Approve or check designs, although they have to be satisfied that the design process addresses the need to eliminate hazards and control risks;
- Approve the principal contractor's construction phase plan, although they have to be able to advise clients on its adequacy at the start of construction;
- Supervise the principal contractor's implementation of the construction phase plan - this is the responsibility of the principal contractor; or
- Supervise or monitor construction work - this is the responsibility of the principal contractor.