

# Construction water mitigation program (CWMP): Roles and responsibilities

Including key personnel in planning will help you identify potential risks and help increase the effectiveness of your plan. Key factors in choosing a team can include expertise, authority and availability. Good candidates include those: who live near the jobsite, have comprehensive understanding of water exposures and mitigation techniques.



## Corporate leadership

Corporate leadership can consist of CEO, president, and other top executive leadership capable of making policies, setting standards, and providing direction of the CWMP. The roles and responsibilities of this group include:

- Allocating financial and other resources necessary to achieve CWMP objectives
- Drafting policies and standards for the company to follow regarding CWMP
- Issuing guidance regarding how the company is to use the CWMP
- Providing support for the program by attending executive level CWMP committee meetings
- Participating in annual reviews/audits of the CWMP

This group would also take the role of assigning a CWMP Administrator. To ensure continuity of this function, this group will be responsible for assigning a back-up program administrator called the CWMP Assistant Administrator who will be designated to carry out these functions in the absence of the primary administrator.

## CWMP administrator

The designated CWMP administrator will interact with the employees, management and supervisor contacts, insurer contacts and authorized third party providers which will assist in the mitigation process.

To ensure continuity of this function, a backup program administrator will also be designated to carry out these functions in the absence of the primary administrator.

Additional responsibilities of the program administrator include:

- Assign duties to supervisors and inform them of their roles to assign specific jobsite duties to their employees
- Train employees prior to live implementation of CWMP
- Provide annual employee and supervisor training
- Work with supervisors to identify gaps in jobsite specific CWMP
- Hold supervisors and employees accountable for not utilizing the CWMP
- Maintain all documented program records and communications
- Maintain files on third party contractors to be used during response to water intrusion including weather related incidents
- Review the CWMP Program annually and make any needed changes or updates

## Jobsite Supervisors

- Jobsite supervision should customize CWMP to their jobsite. The customized plan should be submitted to The CWMP administrator for review
- Jobsite supervision should continuously update the jobsite plan as the jobsite changes and exposures go away and as new exposures occur
- Jobsite supervision should assign duties to jobsite employees participating in the CWMP jobsite specific plan
- Supervisors should approve Wet Work Permits and verify utilization of other plan components
- Jobsite supervision should review with the employees their assigned duties and task when the duty is assigned, as exposures change and as needed during the life time of the jobsite
- Jobsite supervision should maintain list of local contacts that may help during the mitigation process. (e.g. disaster restoration companies, equipment rental, debris removal, etc.)



## Jobsite Employees

- Demonstrate understanding of their assigned responsibility
- Responsible to perform their given responsibility at the jobsite
- Communicate with supervision and other team members regarding mitigation efforts



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