



# Contractor Management

# What / Who is a Contractor

- ▶ Contractor – a person or organisation engaged to undertake work on behalf of a client:

Cleaner

Roof Repair Company

Software Engineer

Labour only Sub-Contractor

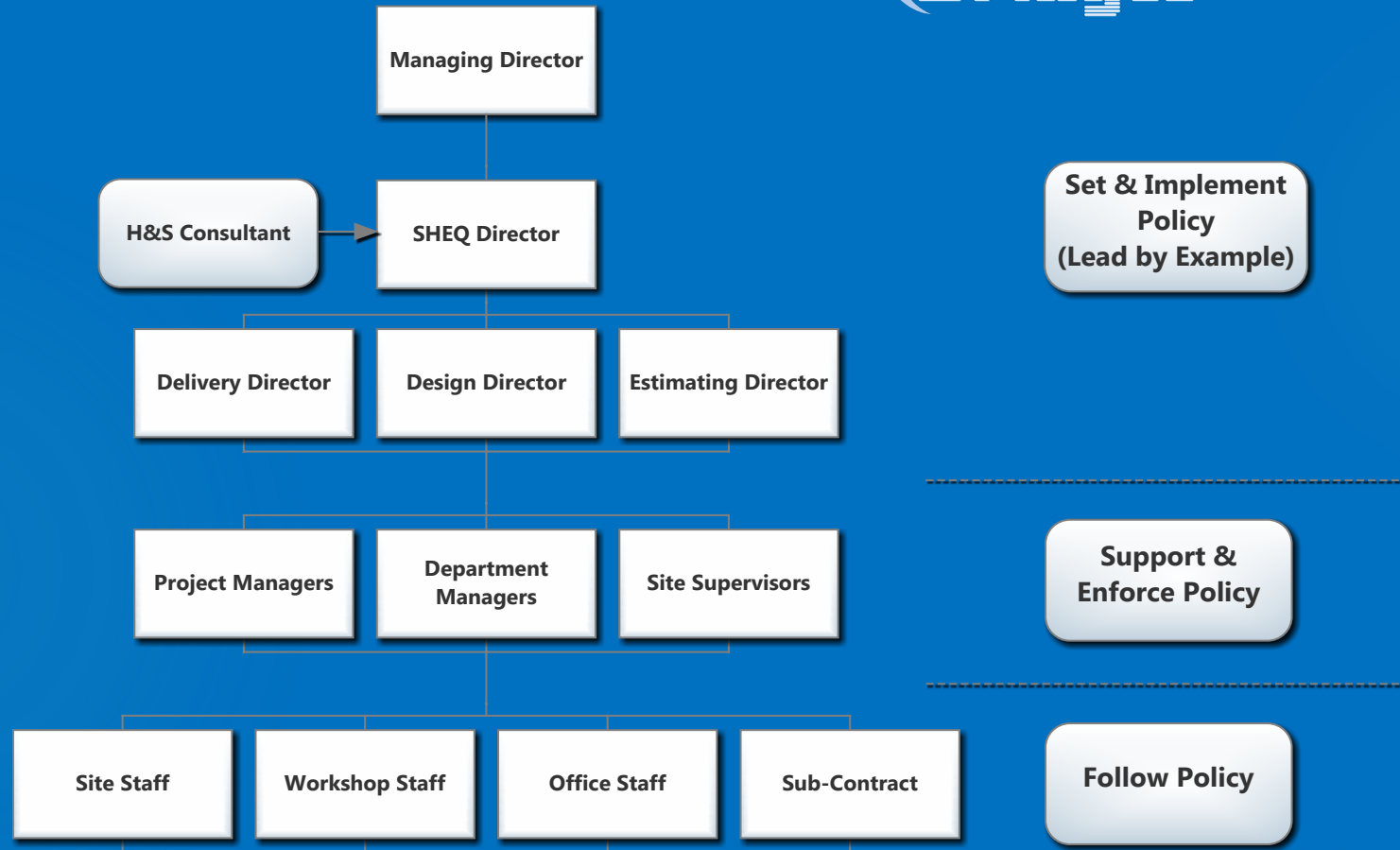
Civil Engineering Company

Etc

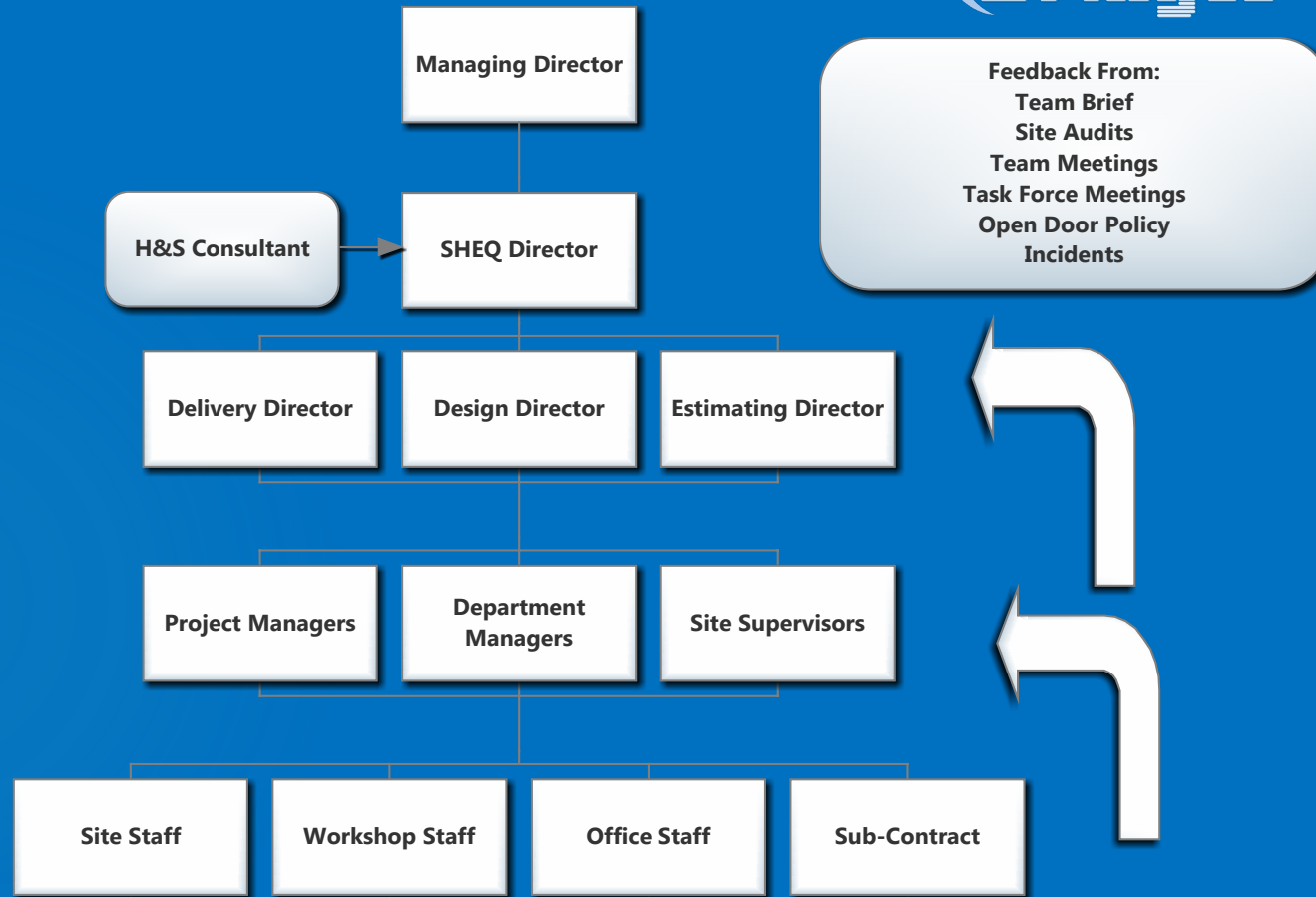
# Health & Safety at Work Act (1974)

- ▶ HSWA is the principle piece of statute law regarding Health & Safety in the workplace.
- ▶ Regulation 2 (1) of the HSWA place a duty on employers to:  
**“ to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at work of all his employees”**
- ▶ Regulation 3 (1 & 2) of the HSWA places a duty on employers to:  
**“ to ensure, so far as is reasonably practicable, that non-employees are not exposed to risks to their Health & Safety”**  
**(Clients, Visitors, Contractors, Sub-Contractors, the public etc)**

# Health & Safety at Work Act (1974) Policy



# Health & Safety at Work Act (1974) Feedback



# Contractor Management

- ▶ Client & Contractor both have shared responsibilities for ensuring good standards of Health & Safety
- ▶ The Client must carefully select contractors on the basis of their Health & Safety competence
- ▶ Client must ensure Contractors plan and carry out risk assessments and develop method statements for their work
- ▶ Client **MUST** monitor Contractors to ensure that they work safely to the agreed methods

# Contractor Management Responsibilities

- ▶ The Contractor is responsible for the Health & Safety of their own employees as well as anyone else affected by their work
- ▶ However as we saw earlier the Client also has Health & Safety responsibilities for non-employees
- ▶ The responsibility for ensuring Health & Safety is therefore shared between both

*(It is likely however that any impact of an incident will be felt more by the Client, its our reputation at stake!)*

# Contractor Management Competence

- ▶ In selecting a Contractor we must be satisfied with their Competence to do the job Safely (not just be the cheapest!)
- ▶ Competence is measured by (KATE):

**K**nowledge

**A**ttitude

**T**raining

**E**xperience

Before Approving them as Contractors we must review:

*H&S Policy, Example RAMS, Qualifications & Training, Plant Maintenance Records, Previous Clients, Accident History, Record of any Enforcement Actions, Insurances etc*



# Contractor Management Planning

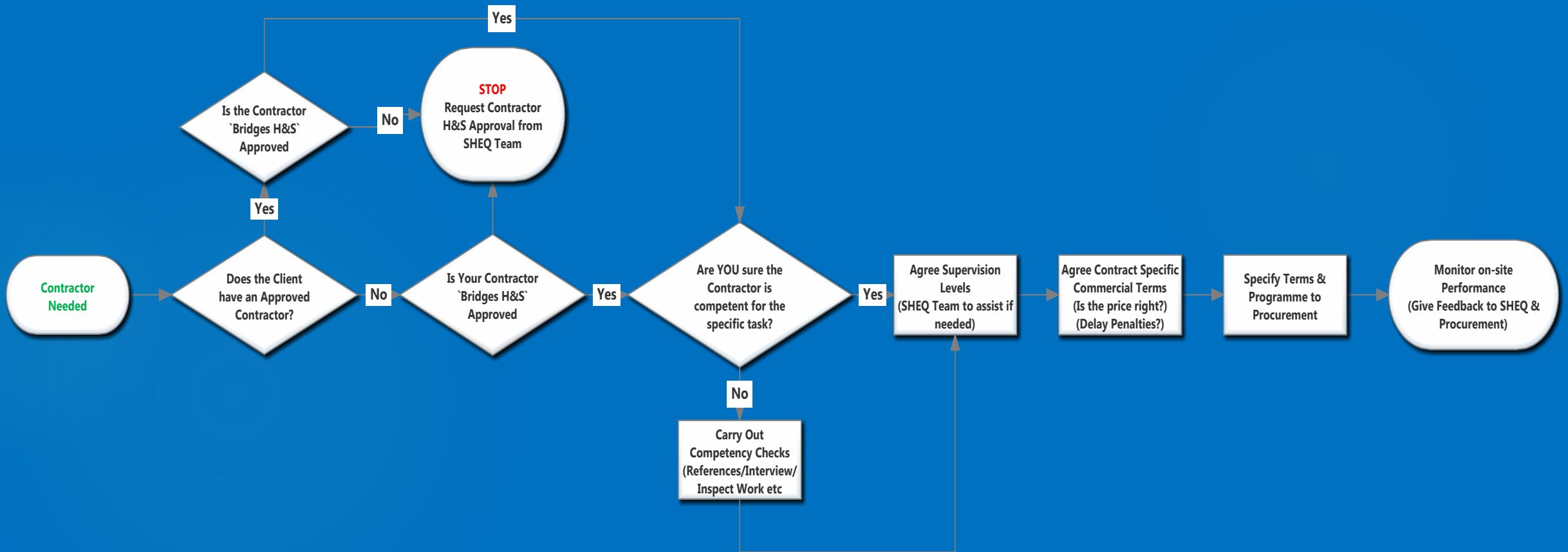
- ▶ Information must be shared between the Client & the Contractor. The Client must tell the Contractor about the hazards and risks in the workplace, and the Contractor must tell the Client about hazards and risks created by his work
- ▶ The Contractor must carry out Risk Assessments on the work involved and produce Safe Systems of Work (usually Method Statements) to specify how he will do the work to control the risks identified
- ▶ The Client must review and approve the Risk Assessments & Safe System of Work (prior to work starting)

# Contractor Management

## Monitoring (Supervision)

- ▶ There is no golden rule to the monitoring of Contractors. The monitoring should reflect the risks associated with the work being carried out (i.e. the greater the risk, the more monitoring will be required)
- ▶ Previous experience of working with the Contractor should also be taken into account. If there is a long history of working together without incident, then the level of monitoring is likely to be less.
- ▶ Any new Contractor should be monitored at all times by a Competent Bridges Supervisor (KATE)
- ▶ The CDM Regulations 2015 add additional requirements for Supervision
- ▶ Customers may have their own requirements which we need to meet when monitoring our Contractors
- ▶ If you need advise on the level of monitoring required, contact the HSEQ Team

# Contractor Management Procedure

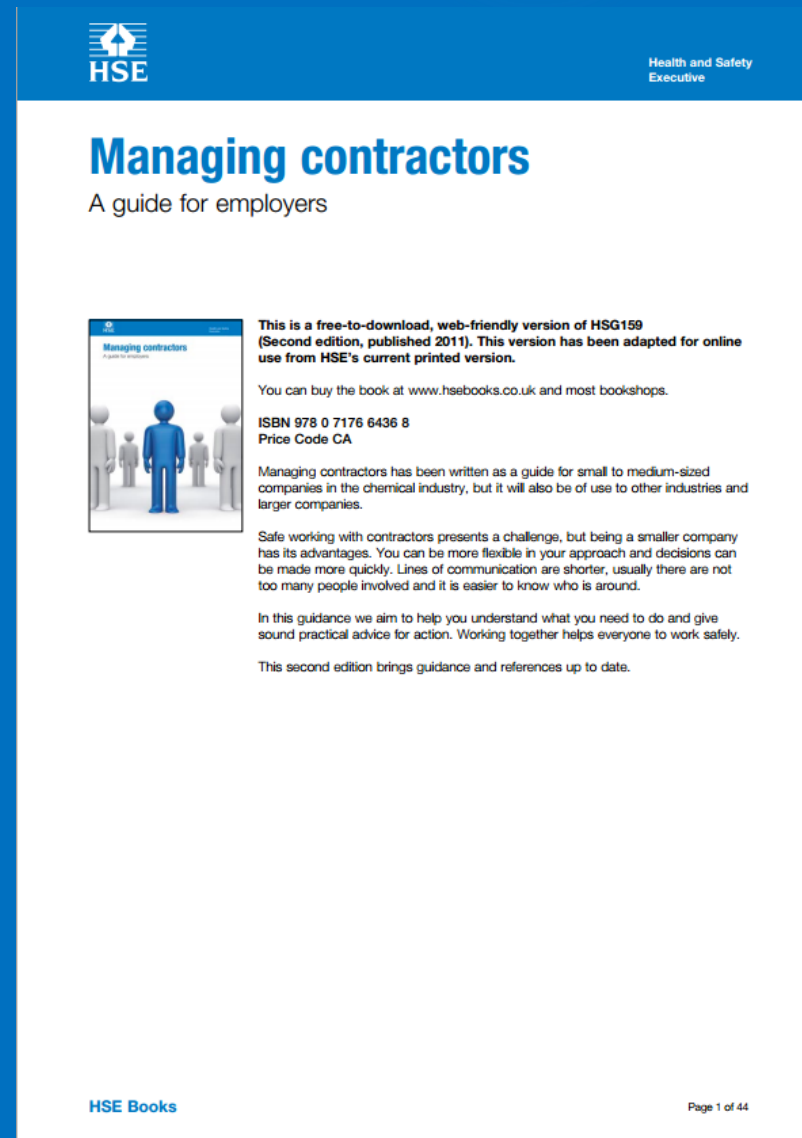


# Questions?

- ▶ Additional information on managing contractors is available in HSG159 Managing Contractors

*Bridges H&S Intranet, under*

*Approved Codes of Practice (ACOP's) or the HSE website*



The screenshot shows the HSE website page for 'Managing contractors'. At the top left is the HSE logo, and at the top right is the text 'Health and Safety Executive'. The main heading is 'Managing contractors' in a large blue font, with the subtitle 'A guide for employers' below it. On the left side, there is a small image of the book cover for 'Managing contractors', which features a blue figure in the center and several grey figures around it. To the right of the image, there is a text block that reads: 'This is a free-to-download, web-friendly version of HSG159 (Second edition, published 2011). This version has been adapted for online use from HSE's current printed version.' Below this, it says 'You can buy the book at [www.hsebooks.co.uk](http://www.hsebooks.co.uk) and most bookshops.' Further down, it lists 'ISBN 978 0 7176 6436 8' and 'Price Code CA'. The main body of text describes the book as a guide for small to medium-sized companies in the chemical industry, but also useful for other industries and larger companies. It mentions that safe working with contractors presents a challenge, but being a smaller company has its advantages. It concludes by stating that the guidance aims to help users understand what they need to do and give sound practical advice for action, and that this second edition brings guidance and references up to date. At the bottom left of the page is the text 'HSE Books' and at the bottom right is 'Page 1 of 44'.