

Selecting & Managing Contractors

The Reality

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IT'S NOT EASY!

Cutty Sark 2007



- most likely cause was the failure of an industrial vacuum cleaner that may have been left switched on over the weekend before the fire started. The report revealed no evidence the ship was subjected to arson attack and concluded the fire started accidentally

Windsor Castle



- Curtain was ignited by a spotlight pressed up against it. Agents of the Royal Household were in the chapel at the time inspecting works of art.



Old Trafford: Urgent inquiry demanded after bomb
'fiasco'

A definition of a CONTRACTOR is 'anyone brought in by a client who is not an employee of the client to work at the client's premises'.
(HEALTH AND SAFETY EXECUTIVE)

Plenty of Advice Out There

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MANAGEMENT OF THE HEALTH AND SAFETY PERFORMANCE OF CONTRACTORS



HSE

Health and Safety
Executive

Using contractors

A brief guide



This is a web-friendly version of leaflet INDG368(rev1), published 06/12

This leaflet is aimed at businesses that use contractors. A contractor is anyone you ask to do work for you who is not an employee.

The guidance tells you what you must do to comply with health and safety law when you use contractors. However, it doesn't apply to temporary or agency workers – there is more specific information about them at www.hse.gov.uk/workers/agencyworkers.htm.

The guide includes:

- Case studies that show the importance of taking the work of contractors seriously.
- "Stop check!" boxes that tell you when you may need to take extra steps and provide sources of more detailed guidance and industry-specific advice.

A checklist at the end of the leaflet will help you ask the right questions and prioritise your actions.

Your responsibilities

Both you and the contractor you use have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public. Make sure everyone understands the part they need to play in ensuring health and safety.

What you need to do

Identify the job

Identify all aspects of the work you want the contractor to do. Consider the health and safety implications of the job. Remember, the level of risk will depend on the nature and complexity of the work. You should provide potential contractors with this information and make sure they know and understand the performance you expect of them. You could include this information in the job specification.

Stop check!

- If the work is construction or building work, as the client you have duties under the Construction (Design and Management) Regulations 2007. You can find out more in the HSE leaflet *Want construction work done safely? A quick guide for clients on the Construction (Design and Management) Regulations 2007*.
- If you are a small to medium-sized chemical company, there is more detailed guidance in *Managing contractors: A guide for employers*.

- What role does the safety professional REALLY play in the section of a contractor?
- Who really makes the choice?
- What is that choice really based on?

- Would you use the same Contractor selection process for your house extension?
- If not why not?

- The Client
- What do you do if they insist on appointing “their choice?”
- We can only advise!
- How?

- Many different approaches to selecting a contractor
- Send out the tender documents to Contractors and await the initial response [the price!]
- Which Contractors?
- Contractors that you know and have used before?
- Selection questionnaires? When do you send this?
After the tender process or before?
- Ideally with the tender documents

Solutions??

- Meet face to face with the contractor
- Do they use their own operatives or sub contract
- Ask for a skills matrix!
- What paperwork do you request from the contractor?

- Questionnaire should be relevant to the project?
One size does not fit all?
- What are we looking for & why?
- Competency / Experience
- SSIP scheme introduced in 2009
- Introduced to reduce bureaucracy
- Is it working?

Guidance which supports CDM 2015 says that part of the initial assessment of competence should be to ask to see evidence of certification with a Safety Schemes in Procurement (SSIP) organisation. This includes SafeContractor, Chas, Acclaim, etc. The theory is that all of these organisations ask standard questions and expect to see the same supporting evidence.

CDM 2015 makes it clear that if you know the contractor and have a good working relationship, this is more important than them being accredited by a third party.

From a practical point of view, it makes no sense to ditch a company which is likely to have a good working knowledge of your site rules, expectations etc. in favour of a brand new one.

Wouldn't it make sense to
integrate all this into the
TENDER DOCUMENT?

Managing Contractors On Site

- Risk assessments
- Method statements / Safe Systems of Work
- Are YOU competent to approve them?
- What are the implications of approving a method statement?

- Red Cards
- Yellow Cards
- Safe Contractor of the month awards
- Suggestion boxes / forms
- Zero Tolerance
- Do they work???

The Devil is in the detail at 29,000 feet
Justin Packshaw MBE - 13th June

13th June

Justin has led expeditions to
both the North and South
Poles and summited Mount
Everest to name a few

