

Contractor Management

Health, Safety and Environment

Contractor Management - Health, Safety and Environment

Scope

This procedure is applicable to all Prestige BB Ltd employees who are directly involved in the selection, evaluation, management or utilisation of contractors.

Responsibilities for implementation and associated legislation are described below.

In overview, the requirements for contractor management cover

1. Planning and Design
2. Selection of competent contractor -prequalification
3. Information,Instruction and Training, including induction
4. Monitoring
5. Performance
6. Review

Definitions

Contractor

A contractor is any individual, firm or company who carries out works or services for Prestige BB Ltd and who is not a direct employee of Prestige BB Ltd.

Sub Contractor

A sub contractor is any individual, firm or company who carries out works or services on behalf of a contractor appointed by Prestige BB Ltd. It is the responsibility of the contractor to ensure that sub contractors comply with the terms and conditions applicable to that contract.

Site Contact or Nominated deputy

The person who arranges for contractors to come onto the site and takes responsibility for them including arrangements for induction and monitoring. He/she must ensure that all paperwork is completed as described in section 3 information, instruction and training.

The responsibility of site contact can be delegated to another member of personnel by prior agreement. (Nominated deputy)

* 1. Planning and Design
  2. Compliance with the Construction Design and Management Regulations (CDM) should be a prime consideration at the planning / design stage. Whether or not the project falls within the scope of CDM, health safety and environment must be considered from the earliest

possible stage in any proposed project.

2.0 Selection of a Competent Contractor

2.1 Prestige BB Ltd must ensure that prequalification of potential contractors is completed to establish that they have the necessary skills, experience, capability and financial viability to undertake the activities they are contracted for without compromising the health and safety of themselves, others and the environment.

2.2 Only contractors meeting the necessary health and safety criteria should be included on the list of qualified contractors. The Company will maintain the list of qualified contractors and include historical information on H,S&E performance and findings of audits etc. This information should then be used as part of future prequalification or tender evaluation.

Contractors should be provided with relevant HS&E documentation that may be included in the tender package. This should include:

* Prestige BB Ltd HS&E policy statements
* arrangements for contractor inductions and training
* arrangements for measuring performance
* arrangements for supervison and monitoring

2.3 Criteria for contractor selection must include HS&E performance. Information on past performance such as reportable accidents will be required. Any subsequent enforcement action resulting from the above must be reported . The above information will be required alongside the commercial, technical and quality assurance elements of the process.

2.4 Competence and suitability of prospective companies and their employees will be evaluated through the completion of the health and safety questionnaire ( *Appendix B* ) together with evidence to support answers given. The H&S advisor will control the process for issue and return of questionnaires.

2.5 In order for a contractor to be approved , the evaluation process should involve a competent person and others with competence relevant to the contract e.g operations, technical.

2.6 The company will provide as necessary, copies of contractors submissions to Prestige BB Ltd field engineers responsible for a particular contract to help in the monitoring process.

2.7 Terms and conditions must be issued to the contractor to define responsibilities of

site and the contractor.

2.7 Contractors should provide risk assessments and method statements stating how they intend to safely complete the work required. These are required to indicate how the contractor is going to manage health and safety on the site. It is a good indicator of the level of competence of your contractor and how seriously he views health and safety.

It is important that the contractor is provided with as much information as required to enable the contractor to make a suitable and sufficient analysis of the risks.

3. Information, Instruction and training including induction

3.1 Contractors must be provided with relevant information on all known hazards, procedures relevant to the activity, therefore enabling contractors to make a suitable and sufficient assessment of the risks.

Upon arrival at site, all contractors must sign in on their first working day. They should fill in the contractor’s book and be given a contractor badge for identification purposes.

* 1. All contractors must attend a safety induction with the Site contact or site safety co- ordinator ( depending on the hazardous nature of the work) who will provide a copy of the local contractor instructions ( *Contractor 1* ). A copy of these instructions should be given to the contractor and read through to ensure they are fully understood.

Where the work is of a hazardous nature such as roof work or hot work, a permit to work may be issued ( *Contractor 3,4* )

Where contractors are on long term repetitive visit contracts, they must always report to the site contact each day and the site contact must ensure that the individual or gang is aware of the contractors’ instructions. When a new representative of an established contractor arrives, the contractors’ instructions must be read through with him.

1. Monitoring and Performance

Contractor’s performance with regard to health safety and environment should be monitored in addition to monitoring quality of work and progress/ supervision.

The frequency and depth of scrutiny of monitoring activities will depend on the level of risk of operation and the contractor’s experience of Prestige BB Ltd sites. The monitoring by Prestige BB Ltd of contractors undertaking high risk activities should be more onerous than for low risk activities. The findings of monitoring activities should be communicated to record the information for future reference.

Monitoring should be based on contractors safety systems, risk assessments and method statements etc.

As with monitoring, information relating to contractor performance should be communicated to the HS&E advisor for future reference.

1. Reviewing and Closeout

When a contractor’s job has been completed a review should be undertaken to evaluate the quality of work and performance with respect to HS&E.

The review should identify any lessons to be learnt or aspects of the job that could be improved or done differently in the future.

The outcome from the review should be recorded and seen as the close out action to the job or contract.

6.0 Allocation of Responsibility

The Site Manager is responsible for ensuring that the requirements of this procedure are put in place.

The Site Contact is responsible for providing the contractors with any relevant information for ensuring their safety on site. The Site contact is also responsible for monitoring the contractors to ensure they comply with the working methods established. The contractors’ instructions are structured in the following way.

The Site contact can use contractor on site form to notify security / gatehouse (appendix C)

Contractor 1

This is a general induction form which should be worked through with every contractor who comes on to the site. This includes:-

a Prestige BB Ltd Site Contact name

b. Prestige BB Ltd Contractor Badge

c. Fire and Evacuation instructions

d. Traffic System

e. Pedestrians

F. Portable Equipment

g. Safety regulations

h Responsibilities /Accident Reporting

1. Smoking on site
   1. Coshh
   2. On site facilities
   3. Moving vehicles
   4. Working areas
   5. Tools equipment and MHE
   6. First Aid
   7. Access on site
   8. Safety Boots
   9. Asbestos
   10. Security on site
   11. Mobile phones
   12. Disposal of waste
   13. Discharge to drains
   14. Environmental Legislation
   15. Contamination and spillage

Upon completion of the induction, the contractors instructions form should be given to the

contractor and the contractor must sign the receipt form ( *Appendix A* ) to acknowledge the instruction given. This receipt form should then be filed.

Contractor 2

This form is to be used if the contractor uses Prestige BB Ltd Equipment.

Contractor 3

General permit to work to be used for confined space entry etc.

The appropriate boxes should be ticked on the receipt form for confirmation

of induction and both parties should sign the document.

In general, low risk contractors can be dealt with by the Site contact. More hazardous work, such as working at heights will require input from the Health and safety / site sevices dept.

All contractor instructions must be signed, dated and held for reference.

CONTRACTOR INSTRUCTIONS

Contractor 1

PRESTIGE BB LTD



|  |  |
| --- | --- |
| A. Prestige BB Ltd Authority Two men meeting at a dockside | **Welcome to Prestige BB Ltd (UK) Ltd.**  **Contractors must report to Reception to meet the Site contact person.**  **Site rules must be read and understood before proceeding on site.**  **You must report directly to your site contact before work commences, and on completion of the work designated.**  Liasing between those times will occur as necessary/agreed. |
| B. BSL Visitor badge | **Please wear your Visitor badge at all times while on site.**  This is for identification purposes. Contractors not wearing their badge may be challenged by any Personnel, and asked why they are on site.  Please return the badge to the Reception on your departure. |
| C. Fire and Evacuation Instructions | Your contact will show you the location of the nearest Fire Alarm Point and Fire Assembly Point. The fire alarm is a continuous siren, and is tested every ……………. At …… am.  Any person discovering an outbreak of fire must: sound the alarm by breaking the glass on the nearest fire alarm call point, and leave the Site immediately in an orderly manner via the nearest exit. You must report to the Evacuation Controller at your assembly point, where a roll call will be taken.  No Personnel are to re-enter the Site until authorised by the Officer in charge. |
| D. Traffic Systems | Normal traffic signs indicate traffic routes, these must be observed. Maximum speed on site is 10 mph. Contractors should be aware of large heavy goods vehicles manoeuvring in the yard area. Work that has to be carried out on the yard area must be notified firstly to site and arrangements will be made for you to work safely. |
| E. Pedestrians | The pedestrian walkways, where available, are to be utilised and provide a safe route for pedestrians around the site. Please use them at all times.  All other areas are out of bounds to non-HSB personnel other than the toilet facilities and the canteen. Access to other areas may be agreed with the site contact as required. |
| F. Portable Equipment | All portable electrical equipment brought onto our site must be constructed and maintained at all times to prevent danger, so far as is reasonably practicable. Records of PAT testing on all equipment should be available for inspection as and when required by the site contact. |
| G. Safety Regulations /Signs | All known safety standards must be observed in carrying out work on any site. On-site hazard areas are clearly marked with guards, signs etc.. and where special precautions are indicated they must be observed.  IF IN DOUBT ALWAYS ASK! Breaches of safety regulations will result in immediate ejection from the site. |
| H. Responsibilities / Accident Reporting | Under the Health and Safety at Work Act (HASAW) you are required to take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts and omissions. It is also your duty to report to the site contact any safety problems without delay. All accidents/incidents must be recorded in addition to the statutory obligations for reporting dangerous occurrences and accidents to the HSE. On site accident/incident report forms should be used on all occasions. |
| I. Smoking On Site | No smoking is allowed on site except in designated smoking areas. |
| J. COSHH | Contractors must not use any chemicals or dangerous substances on site without prior consultation with the BSL site contact.  Full COSHH assessment including composition and First Aid treatment of any chemicals or dangerous substances agreed for use must be provided on request. |
| K. On site facilities for contractors | Facilities which are available for contractors on site include:  a. Washing facilities  b. Sanitary conveniences  c. Canteen facilities (if present) |
| L. Moving Vehicles (including MHE)  HGV Truck | Contractors must be fully aware of the high level of activity of Mechanical Handling Equipment (MHE) on site and must not interact with it in any way (riding on forks, unauthorised use etc).  Work undertaken outside must be conducted with effective precautions in place with regard to busy LGV activity. |
| M. Working Areas | Any area that a contractor works in must be left in a clean and reasonable state at the end of the working day. The person authorising the work will be called to inspect the work done and the condition of the work areas. |
| **N. Tools, Equipment and MHE** | Contractors must use their own tools and equipment on site. Tools and equipment belonging to Prestige BB Ltd must not be used under any circumstances unless authorised by the HSE Manager. MHE is provided for use by appropriately licensed Prestige BB Ltd employees and its use is forbidden to contractor employees. |
| O. First Aid Facilities | On site contractors should use Prestige BB Ltd First-Aid facilities id available or clients site facilities where appropriate. |
| P. Access On Site | Children are not allowed on site under any circumstances. |
| Q. Safety Boots & High-Viz Jackets | Anyone entering the site to carry out work must wear Protective Footwear and a High Visibility Jacket at ALL times. |
| S. Security on site | When entering or leaving the site, all persons are liable to identity checks and searches, both personal (including baggage) and of vehicles by the security officers. |
| T. Mobile Phones | Due to the nature of the work, contractors will be allowed to use mobile phones on site. Calls should be of a business nature. *Please note that for Safety reasons HBS employees are not allowed to use personal mobile phones in the workplace and as such, you are to refrain from conducting personal calls.*  Please find a suitable safe place before using a mobile phone. |
| U. Disposal of Waste | Contractors should control and remove all waste products from site. Under no circumstances should any contaminated waste be put into client skips. If in doubt, seek advice from the site contact.  *Please note, Prestige BB Ltd. have a responsibility under H&S Regs. to inspect all contractor work and workplace on completion and produce an auditable report regarding standards.* |
| V. Environmental Legislation / Discharge to Drains | It is the responsibility of the contractor to be aware of and comply with any applicable environmental legislation or standards.  No materials or waste effluent must be washed down the drains. Any accidental spillage must be reported to the site contact |
| W. Contamination and or spillage of all  Substances | It is the responsibility of the contractor to report any instances of contamination and/ or spillage of substances to the site contact immediately. |



Contractor 2

Use of Prestige BB Ltd Equipment

The contractor or his employees must not use any of the Prestige BB Ltd plant or equipment, including hoists, lifting tackle/equipment, tools and vehicles. If the use of such equipment is permissible within the terms of the contract or is required to expedite the work, application should be made to the Site Manager who may give his permission for such use, if he is satisfied of the competence of the nominated person to use the plant or equipment, and wherever necessary, has received instructions from authorised company personnel on the correct/safe method of operation.

In order to ascertain whether the nominated person is competent to use the plant or equipment he must ensure that: -

By agreeing to the above, the contractor then becomes responsible for the care and use of the equipment.

PRESTIGE BB LTD EQUIPMENT LOAN FORM.

This form is to be completed by the contractor’s site supervisor when requesting the loan of any Prestige BB Ltd equipment.

Name..........................................Date...........................................

Company.......................................................................................

Name of nominated person...........................................................

Equipment requested.....................................................................

Please complete the following sheet.

|  |  |  |
| --- | --- | --- |
|  | Y/N | Comments |
| Is your staff competent by way of training or experience to use the equipment requested. |  |  |
| Have you checked that the equipment is in good safe working order before operating it? |  |  |
| Do you undertake to maintain the equipment in a safe condition? |  |  |
| On completion of the task, do you undertake to return the equipment to the point of issue? |  |  |
| Do you undertake to report any faults or damage to the Maintenance Section manager? |  |  |
| Do you undertake to meet the costs for repair/replacement of any damage or loss of the equipment? |  |  |
| Do you undertake to meet the costs of any expendable items? |  |  |

If any of the points on the above form are marked 'N' permission to lone the equipment will not be granted. By agreeing to the above the contractor becomes responsible for the care and use of the equipment.

Signed (on behalf of the contractor).................................................................

Signed (Prestige BB Ltd Site Manager).....................................................

PRESTIGE BB LTD (UK) LIMITED - CONTRACTOR INSTRUCTION RECEIPT

*Appendix A*

I acknowledge receipt of “ contractors instructions” and have been given all relevant information about the instructions in the ticked boxes below.

Contractor 1

|  |  |
| --- | --- |
| A. Prestige BB Ltd Site contact |  |
| B. Prestige BB Ltd Contractor Badge |  |
| C. Fire and Evacuation Instructions |  |
| D. Traffic System |  |
| E. Pedestrians |  |
| F. Portable Equipment |  |
| G. Safety Regulations / Hearing |  |
| H. Responsibilities /Accident Reporting |  |
| I. Smoking on site |  |
| j. COSHH |  |
| K. On site Facilities |  |
| L. Moving Vehicles |  |
| M. Working Areas |  |
| N. Tools equipment and MHE |  |
| 0. First Aid |  |
| P. Access on site |  |
| Q. Safety Boots |  |
| R. Asbestos Information contact |  |
| S. Secuity on site |  |
| T. Mobile Phones |  |
| U. Disposal of Waste |  |
| V. Disharge to drains |  |
| X. Contamination and spillage |  |

Contractor 2

|  |  |
| --- | --- |
| Use of Prestige BB Ltd Equipment / Loan form |  |

Contractor 3

|  |  |
| --- | --- |
| Permit to Work |  |

SIGNED ................................................... COMPANY................................................

DATE......................................................

SIGNED .............................................. COMPANY Prestige BB Ltd

TITLE .................................................. DATE.................................................

CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE (*Appendix B)*

COMPANY: …………………………………………………………….

ADDRESS: …………………………………………………………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Does your Company have a safety policy, signed and dated? |  | Yes/No |  | Please supply a copy by return |
|  |  |  |  |  |  |
| 2. | Does your Company have:  a) A Safety Officer?  Or  b) A person to co-ordinate Health  and Safety? |  | Yes/No  Yes/No |  | Please supply name, qualifications and contact phone number: |
|  |  |  |  |  |  |
| 3. | Does your Company have access to competent Health and Safety advice? |  | Yes/No |  |  |
|  |  |  |  |  |  |
| 4. | Does your Company provide:  a) Technical Training?  b) Health and Safety Training for  all its staff: |  | Yes/No  Yes/No |  |  |
|  |  |  |  |  |  |
| 5. | Does your Company operate according to:  a) Written Safe Systems of Work?  b) Written Method Statements? |  | Yes/No  Yes/No |  | (a)You may be required to supply these for each contract  (b)Method Statements will be required |
|  |  |  |  |  |  |
| 6. | Does your Company provide on site supervision? |  | Yes/No |  |  |
|  |  |  |  |  |  |
| 7. | Does your Company have up to date records of inspection and maintenance of:  a) Plant and Machinery?  b) Tools and Equipment? |  | Yes/No  Yes/No |  | Proof of a valid certificate will be required of any plant, machinery, tools and equipment coming on site controlled by Prestige BB Ltd Ltd. |
|  |  |  |  |  |  |
| 8. | Does your Company operate a procedure for investigating:  a) Accidents?  b) Occupational illness / disease? |  | Yes/No  Yes/No |  |  |
|  |  |  |  |  |  |
| 9. | Has your Company received any safety awards?  Are you members of any professional organisations? |  | Yes/No  Yes/No |  |  |
|  |  |  |  |  |  |
| 10. | Does your Company assess the Health and Safety of its sub-contractors? |  | Yes/No | Please complete and return Questionnaire to Heating & Boiler Services Ltd |  |

NAME: …………………………………….. TITLE: ……………………………………

SIGNED: …………………………………… DATE: …………………………………….*Appendix C*



CONTRACTOR ON SITE

To:- Reception

Please note that the following contractors will be on site on:-

Date .................

Name(s):- ........................................................

Company:- ......................................................

The Site Contact for this contracted work is:-

................................... Ext.............

or the deputy is ................................. Ext ...........

Contractors are not allowed on site until they have been met by a Nominated Site contact.

Thank you.

Signed:- ......................................

Date:- ..................................