

## Managing Contractors

### Duration:

One day

### Objective

It is a common misconception that when contractors work on your premises or site, you have no management control over their activities. This is not the case. Health & safety law requires the client organisation to have some responsibility for contractor's activities. Should an accident involving a contractor ever occur at your premises, then questions will be asked of you, the contractor and the contractors' employer regarding how their activities were managed. This comprehensive one-day programme includes: -

How to provide a safe place of work for the contractor

How to ensure that your own employees are not put at risk from the actions of a contracted contractor

Ensure that your employees do not act in a manner which may endanger the safety of contractors

Providing the contractor with information on the hazards and risks throughout the area where they will be conducting their work

Monitoring contractor's activities whilst on your premises

Signing in procedures and basic induction including familiarisation with your organisation's rules and Health and Safety Policy

### Contents

This course covers:

Recommended Questions for Contractors (including a practical exercise)

Health & Safety Policy and Practice

Training and competence

Contractor supervision

RIDDOR Regulations

Permit to work systems

The Construction and Design Management (CDM) Regulations 2015 - How and when they apply to all industries

### Who should attend

This one day programme is ideally designed for Managers working throughout all industries where external Contractor Services are contracted in. It is ideal for Human Resource Managers, Facilities Managers, Project Managers, Principle Contractors, Estate Managers, Health & Safety Professionals, Contract Administrators and Contract Supervisors.

### Course benefits

Delegates will learn what the Management Regulations require regarding contractors:

Risk assessment: contractors should be considered within your risk assessments

Health and safety arrangements: setting up effective arrangements and procedures to ensure the safety of contractors

Information: contractors should be provided with information on risks to their health & safety that have been identified by your risk assessments

Co-operation and communication with contractors whilst they are working upon your site. Contractors need a site contact preferably in a managerial position with sufficient authority and competence

### Additional information

The importance of selecting only competent contractors: -

enquiries should be made about previous health and safety performance of contractors

Obtaining references from previous employers

Requesting copies of contractor's safety policies, risk assessments, training records etc.

Addressing health and safety matters in contracts

Health & Safety specifications for controlling risks

Liaising with the contractor's employer before and during the work

Employment of sub contractors

Problems can arise when there is further sub-contracting unless there are good arrangements between all parties. You should specify rules about sub contracting e.g. what qualifications they should have, and also exercise some level of control over their activities. You may wish to specify that sub contractors are not to be employed.

#### **Certificates**

All delegates who successfully complete this course will receive a certificate of attendance.

#### **Trainers background**

The trainer for this course has extensive experience in Health and Safety and delivering health and safety training programmes. He is NEBOSH qualified (National Examination Board for Occupational Safety & Health) and a Chartered Member of IOSH (Institute of Occupational Safety & Health). He has been successfully delivering Health and Safety training programmes for over 20 years and specialises in delivery of H&S training at Management and Senior Management level.