
MANAGEMENT OF CONTRACTORS

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INTRODUCTION

The Natural Environment Research Council is committed to achieving and maintaining the highest possible standards of health and safety for all staff, visitors and others who may be affected by our operations and activities wherever we may be working.

The Natural Environment Research Council further recognises its responsibilities relating to those who undertake activities on our behalf. Where this work is part of a scientific programme the activities will be addressed under Procedure number 5, Project health and safety management (This Procedure has been rescinded and not replaced).

This document however, provides the framework for the management of health and safety aspects of contractual work relating to: construction, building maintenance, equipment maintenance and repair, and equipment demonstration.

The principles in this procedure apply to all NERC sites and field stations and it is the responsibility of site management to ensure contractors comply with the requirements of the procedure.

Since each contractual project will have its own unique requirements for management, the level of implementation of this guidance must be subject to local management decision and the appropriate degree of application will be based on specific circumstances.

As an example, it is recognised that the maintenance of a photocopier or balance does not require the same level of application as the maintenance of high voltage equipment or a complex pressure system as long as safe working procedures are established. Two simple forms for "small work" are shown as [Appendices VIII](#) and [Appendix IX](#) but local management must satisfy themselves that the appropriate degree of application is used.

Contractors must be aware that should they fail to comply with the requirements or act in any other way which is deemed to be unsafe, they may be required to cease work immediately and may not be allowed to return until they can provide an additional undertaking of their intention to follow such procedures and precautions to the satisfaction of site management.

All injuries, incidents and near misses, must be entered in to the local accident reporting system.

The following factors must be considered to ensure the safe management of contractors:

- Planning
- Choice of contractor
- Working on site
- Contact and progress
- Review

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Staff should be aware that successful management of contractors is essential in all aspects of work in NERC where contractors are involved, and is not restricted to activities involved in building work.

Successful management of contractors may be divided into the following areas:

- Planning
- Choice of contractor
- Working on site
- Contact and progress
- Review

The level of application should be proportional to the specific circumstances of the contractual project.

Planning

The contract must clearly define the scope of the job, identify hazards and control the associated risks. Health and safety conditions must be clearly specified. Contractors also have responsibilities for preparing risk assessments under the [Management of Health and Safety at Work Regulations \(1999\)](#) and there is a requirement for co-operation and communication between NERC and contractors. Where [The Construction \(Design and Management\) Regulations \(CDM Regulations 1994\)](#) apply, advice should be sought from Estate Management.

Choosing a contractor

Technical and Health & Safety competence along with best value must be prime considerations when selecting a contractor. Technical and Health & Safety competence may be easy to identify if the contractor has been used before but it must be established before using a new contractor or, if applicable, a subcontractor. Guidance on establishing the level of Health & Safety competence/commitment is given at [Appendix V](#).

Working on site

NERC expects all contractors to work to NERC Health & Safety standards as a minimum. Contractors must be adequately briefed when arriving on site; this must include identifying the site contact and local safety rules. This briefing is critical as it lays down the ground rules for the time the contractors will spend on site.

Contact and progress

Progress must be checked to ensure that the work is being carried out as planned. If there is any deviation from the method statement the reasons must be investigated to determine either wilful acts or a need to re-assess.

Review

This gives the opportunity to review the effectiveness of the earlier steps. Guidance is given in [Appendix VII](#).

Director:

Will decide who will manage projects and keep records for major contracts

Head of Site:

Will decide who will manage projects and keep records (if responsibility is delegated).

Will delegate specific responsibilities (including security) to line managers.

Will monitor the effectiveness of safe systems of work.

Will monitor accidents, incidents and near misses, and take action to deal with them.

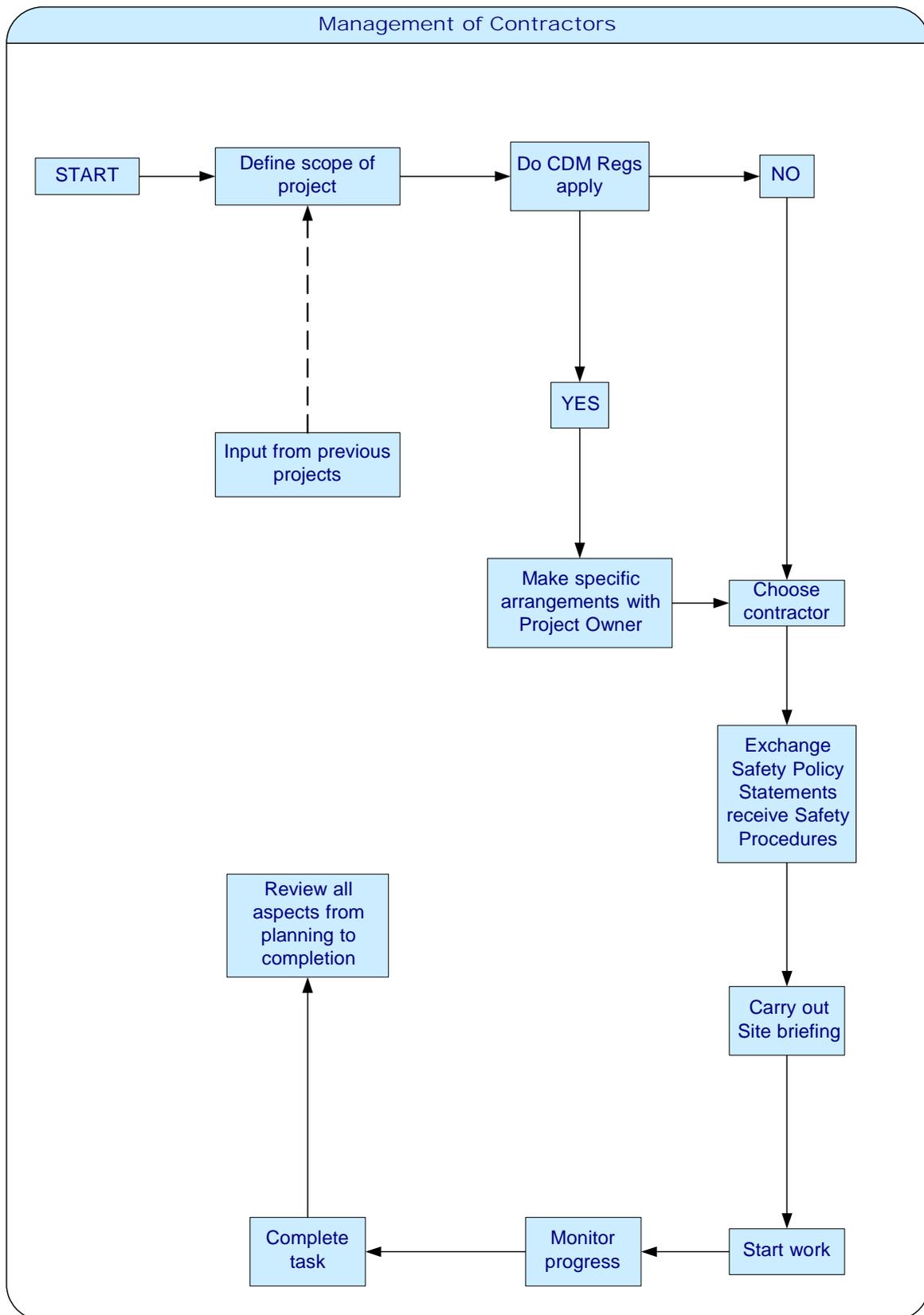
Estate Management/Site Engineer/ Head of Administration (Responsible Person):

1. Will inform contractors of the known Health & Safety hazards related to the areas of the contractor's work and the process. Adequate information will be provided to contractors in advance of the contractor selection process so that they can provide NERC with relevant safety policies and safety performance information to aid the selection process.
2. Will use the safety programme and performance information provided by the contractor, as well as other relevant material that is reasonably available to evaluate the contractor's safety capability. NERC should communicate the results of this safety review to the contractor to help the contractor identify any deficiencies and support continuous improvement in safety performance. A checklist for evaluation of a contractor's safety program is given in [Appendix II](#).
3. Will inform contractors of any applicable safety rules, procedures, special work conditions, etc. of the facility that would affect their tasks.
4. Will ensure contractors understand the applicable provisions of the emergency action plan and required response of their employees.
5. Will prior to the start of work, verify that all contract requirements related to health and safety are understood by contractor site supervision including, but not limited to, rules and procedures, personal protective equipment and work permit requirements. A method might be a pre-start meeting (walk through) with the contract supervisor or the contractor's designated representative.
6. Will periodically audit to ensure that contractors are meeting their Health & Safety responsibilities. All violations should be brought to the attention of contractor supervision, but if an unsafe act or condition creates an imminent danger to people, plant, or the environment, immediate steps should be taken to stop the work.
7. Will develop a programme to evaluate their effectiveness in managing contractors' safety issues.
8. Will carry out induction training for contractors
9. Will liaise with the person responsible for security in order to ensure that potential breaches of security do not present a Health & Safety hazard.

Contractors

1. Contractors will provide to NERC sufficient information concerning the contractor's safety policies and recent safety performance to support NERC's contractor selection process.
2. Contractors will ensure and document that their employees have received and successfully completed training to perform their job safely and ensure that they understand all associated hazards of the task.

3. Contractors will inform NERC of any significant hazards presented by the contractor's work, or of any hazards found during the contractor's work.
4. Contractors will be required to define the way in which they intend to execute their tasks safely. This may take the form of a method statement. (An example is given in [Appendix III.](#))
5. Contractors will confine their personnel to areas agreed with NERC management
6. Contractors will provide tools and equipment, including personal protective equipment, which is properly maintained and appropriate for safe accomplishment of the task. Any temporary construction services will be in accordance with all local regulation, codes and practices, and site rules.
7. Contractors will make arrangements for first aid and medical services. If NERC Occupational Health Services are available then a possible contractual agreement could be considered.
8. Contractors will notify NERC immediately, of any injury to their employees while on the site and of any environmental mishap.
9. Contractors will ensure that none of their activities endanger NERC employees, other personnel, the public, or property.
10. Contractors will be responsible for Health & Safety aspects of their activities on Site, including recording and reporting accidents, incidents and near misses both to the relevant authority and NERC.
11. Contractors will ensure that all their employees comply with all security procedures on site.
12. Contractors will ensure their employees comply with all safety rules and emergency procedures of the site.
13. Contractors will be responsible for the appropriate disposal of their effluents and waste in accordance with the law and all local regulations.
14. Contractors will be responsible for enforcing all of the above requirements on their sub contractors.
15. NERC expects all contractors to work to NERC Health & Safety standards as a minimum



Management:

- Failure to identify hazards and manage risk
- Failure to evaluate contractor safety capabilities
- Failure to monitor contractor performance while on site
- Failure to identify safety standards in contract

In 75% of the injuries and deaths investigated involving contractors, site management was regarded as wholly or partly responsible for failing to take all reasonably practicable precautions to prevent the accident.

MAKE SURE THE MESSAGE IS CONVINCING, CONSISTENT AND ENFORCED

Contractors:

Poor safety performance on Site by the contractor can result in accidents, incidents, near misses, property damage and delays and have an impact on the contractor's ability to secure future work from the client. NERC should ensure that contract employees are aware of the importance of complying with the provisions of the contract and all applicable safety, health, fire and security procedures.

Management:

The management of contractors requires:

- Clear lines of responsibility
- The setting of priorities and goals
- Commitment to ensure a safe working environment and safe working practices
- Documentary evidence that tasks have been identified and assessed for risk of personal injury
- Written Safe Systems of Work for all tasks involving significant risk
- Signed agreements between management and contractors staff to work to the project safety plan
- Records of the agreements and agreed dates of revision
- Agreed monitoring and auditing systems
- Provision for staff feedback and whistleblowing

Monitoring:

The monitoring of contractor management requires:

- Documentation of the management system
- Written records of the process of production of Safe Systems of Work
- Documentation of management follow-up after introduction of such systems
- The recording of accidents, incidents and near misses
- Documentation of actions taken as a result of follow-up and accident reporting
- Assessment of safety attitudes amongst staff
- Maintenance of equipment

Auditing:

The auditing of contractor management requires:

- Checking that the above documentation is in place
- Assessing management and contractor attitudes by interview
- Assessing the effectiveness of, and level of compliance with, Safe Systems of Work

APPENDIX I:

THE HEALTH AND SAFETY AT WORK ACT etc 1974 - SUMMARY

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS
(1999) – SUMMARY

CONSTRUCTION, DESIGN MANAGEMENT REGULATIONS 1994 – SUMMARY



The Health and Safety at Work Act 1974 places duties on both employers and contractors to ensure the Health, Safety and Welfare of their employees and to ensure the provision of adequate information and supervision. Further duties are placed on employees to co-operate with their employer in meeting their Health and Safety responsibilities.

The Management of Health and Safety at Work Regulations originally came into force in 1992. These have since been amended four times and reissued as The Management of Health and Safety at Work Regulations 1999). HSE have revised and published a new Approved Code of Practice (ACOP) in March 2000. "Management of Health and Safety at Work – Approved Code of Practice and Guidance".

The ACOP outlines the general principles and purpose of risk assessment. There is a legal requirement for NERC to assess the risks to staff and others affected by our operations. This Procedure reflects the changes and revisions in the ACOP and gives advice on the practical steps needed to carry out risk assessments. Because of the vast range of activities that NERC is involved in, some of these steps may not apply to the particular tasks being assessed.

The Construction, Design Management Regulations (1994) will apply if :

- any demolition work is involved
- five or more people are involved in construction work
- the work will involve more than 500 man days
- will last longer than 30 days

HEALTH & SAFETY PROVISIONS IN CONTRACT

The following Health & Safety provisions should be considered for inclusion in the contract:

1. A clear definition of the work to be performed, its location and timing, the methods of working and the types of equipment to be used.
2. The respective obligations of NERC and the contractor for Health & Safety matters, requirements for the contractor to report regularly on them and provision for periodic review by NERC.
3. Procedures to be followed in the event of an accident, dangerous occurrence or environmental incident.
4. Provisions concerning insurance against Employer's Liability/Workmen's Compensation.
5. Provision for NERC to terminate the contract in the event of gross breach of Health & Safety responsibilities by the contractor.

Contractor selection

- Build relationships to set up preferred contractors – this happens over time and has definite advantages. You can check their safety record from time to time and keep them in touch with your Procedures. You'll have a contractor in place with considered and reliable arrangements for safe working. You can save carrying out a complete selection process every time.
- Use your contacts in the business – are there networks you can use? Others in your kind of work will be using the same sort of contractors. Find out who they think has a professional approach. Ask your contacts what they know about the contractor's Health & Safety competence.
- Use existing expertise – listen to others in your company. People on site may have heard of experiences with particular contractors or have seen a contractor at work in a different context.
- Interview different contractors – ask them for information. Get them to say how they work, what they know about health and safety and how they implement their own health and safety policy. Use the Checklist: Guidance for contractor selection in [Appendix V](#).
- Ask questions and get evidence - You are unlikely to need to ask all the questions on the checklist. The depth of questioning needs to be tailored to the risks of the job. Pick out which are the needs. You may also need to include questions about key people who would be put on the job. Ask who will be supervising and managing the work. What is their experience and knowledge of the particular health and safety issues and their level of awareness and training? Decide how much evidence is necessary to support what they say. Some contractors may have attended a basic safety awareness course known as SCATS (Safety Contractor Accredited Training Scheme).

The CDM Regulations say that you must select competent contractors. Competence is not just a matter of technical qualification or training achievements, although these may be important. You need to assess the wide range of abilities needed for the work.

Recording Procedure

A file should be established for each contract so that the complete history of that contract is recorded and available in one place. Besides providing a reference point for matters concerning that contract, it will also form a valuable source of information when appraising the contractor for future contracts.

The file should be retained for a number of years consistent with local record retention requirements.

A suggested list of contents is given in [Appendix VI](#).

Preparation for work

- (1) Risk Assessment: - Before any work commences the contractor will be required to provide a suitable risk assessment for the work to be undertaken. Wherever necessary the Responsible Person or his/her deputy may require the assessment in writing.
- (ii) A Safe System of Work must be identified and agreed with the Responsible Person or his/her deputy. The Responsible Person or his/her deputy may, as before, require this to be in writing, but certainly for inclusion in the Safety File in accordance with the requirements of the CDM Regulations if applicable to the works.

For some activities a formal 'Permit to Work' will be required. The Responsible Person or his/her deputy will inform the contractor whether such a system is necessary. The 'Permit to Work' provides a mechanism for ensuring that a given system or item of equipment has been made safe before any work commences. When a 'Permit to Work' is issued, the contractor must not, under any circumstances, violate the terms of the permit.

The contractor must also identify, to the satisfaction of the Responsible Person or his/her deputy, any emergency procedures appropriate to the works, and ensure that any necessary emergency equipment is available adjacent to the area where the dangerous procedures are to be undertaken.

Upon arrival at the Site all contractors and their employees (both directly employed and/or subcontractors) should report to the main reception and contact the Responsible Person or his/her deputy. They will be issued with a site visitors pass or contractors pass depending upon the purpose of the visit. The pass must be worn prominently at all times whilst on site and must be returned to reception before leaving the site. Upon completion of the work they must report again to the Responsible Person or his/her deputy before departure.

Vehicles may be parked only where instructed by the Responsible Person or his/her deputy. Whilst on site the maximum speed on site must not exceed that stated in the local arrangements, and the Highway Code and all usual traffic rules must be obeyed. All vehicles must be properly licensed and insured and drivers of all vehicles must hold a current valid licence for the type of vehicle and must be competent in its use and control.

Contractors are not permitted to bring visitors, children or pets on site.

Relations with Staff

So far as is reasonably practicable, contractors should carry out their work without disturbing staff who may be working nearby. Radios and/or similar noise making equipment will not be permitted on site without the prior permission of the Responsible Person or his/her deputy.

Contractors must not take instructions from any member of staff except the Responsible Person or his/her deputy. If members of staff make requests to either alter or add to works which have been agreed then the member of staff should be politely referred to the Responsible Person or his/her deputy who will either confirm or refuse the request.

Site procedures and facilities

If the fire alarm sounds contractors should immediately stop what they are doing, make their equipment safe and leave the building by the nearest safe route. The evacuation assembly point for visitors and contractors will be notified by the Responsible Person or his/her deputy, as part of a briefing upon arrival on the Site. Once outside the building no-one may re-enter the building, on any account, unless given the all-clear by the Site Fire Advisor or the Fire Brigade. Contractors should not attempt to leave the Site during an emergency evacuation, as the access roads must be kept clear for emergency vehicles.

All accidents, including 'near misses', must be notified to the Responsible Person or his/her deputy. Statutory procedures for the reporting of injuries, diseases and dangerous occurrences must be observed.

In the event of accidents the site First Aid facilities will be available to contractors if the responsible Person has agreed that it is impractical for the Contractor to provide his own.

Contractors may, subject to prior arrangements with the Responsible Person or his/her deputy, use Restaurant facilities provided that they are clean and tidy; overalls etc. may not be worn in Restaurant facilities. The Responsible Person or his/her deputy will advise on the location of toilets and drinking water facilities. Both Restaurant and toilets etc. will be left clean and tidy after use.

As a fire precaution, and in accordance with NERC policy, smoking is not permitted anywhere within NERC buildings or field stations except in the designated places.

Working practices and environment

Contractors must ensure that they undertake their work in a manner, which does not expose either themselves, other staff or members of the public to any unnecessary risk.

If, because of the nature of the works, protection is required, then the area of the works is to be cordoned off using fencing appropriate to the works and in positions to be agreed with the Responsible Person or his/her deputy. In addition it may be necessary to provide lamps or beacons during the hours of darkness.

During breaks, mealtimes or at other times when the area of work will be left unattended it must be left safe with, for example, all trailing leads being removed from walkways, excavations or projections protected by barriers or suitable cordons and all unnecessary electrical equipment being turned off.

Contractors must not work alone on processes involving machinery, hazardous materials or other hazards where there could be a requirement for immediate assistance.

Outdoor work on the site may only be commenced when the location and details have been cleared with the Responsible Person or his/her deputy. There are many services buried on site, which could present a serious danger to persons not aware of the locations of them.

Working at heights over 2.0 m will require a 'Permit to Work' and must be discussed with the Responsible Person or his/her deputy before any such work commences. All towers, scaffolds, ladders or similar access equipment must be properly secure, properly maintained and fit for the purpose. Completed scaffolds will require inspection by a competent person with further inspections being undertaken to comply with Health & Safety requirements. All possible safety precaution must be taken to ensure that there is no risk of objects falling from heights onto other staff or visitors.

Work equipment

- (1) Site plant, tools or equipment are not to be used by contractors without formal prior agreement from the Responsible Person or his/her deputy.

Contractors are expected to provide all the necessary tools and equipment in order to

complete the task for which they are being employed. All such tools and equipment are to be suitable for the tasks to be undertaken and all contractors staff whether directly employed or sub-contracted must be competent to use such tools and equipment.

It is the responsibility of the contractor to provide his employees with the personal protective clothing and equipment necessary to carry out the works. The contractor must also take all necessary steps to ensure that the equipment is properly used when appropriate and is maintained in good condition.

Electrical working and equipment

Live working on any electrical installation is forbidden unless a formal 'Permit to Work' has been issued.

Portable power tools should wherever possible be 110V rated and powered through a suitable centre-tapped transformer. If this is not possible then an earth-leakage circuit breaker or similar safety cut-out device must be used.

All electrical appliances which are used on the site must be maintained and tested in accordance with the requirements of current legislation. Contractors should be prepared to provide evidence of such maintenance and testing if so requested by the Responsible Person or his/her deputy, and should ideally be 110V rated for use through a suitable transformer.

Contractors staff, whether they be directly employed or sub-contractors, who work on electrical installations on the site must be able to demonstrate an appropriate level of competency and training to the satisfaction of the Responsible Person or his/her deputy.

Any contractor undertaking electrical works at the Site may be required to provide 'As Fitted' drawings which record accurately all details of alterations or modifications made as a result of the works undertaken.

Hazardous materials

Whenever possible contractors should avoid using hazardous materials during works. In the event that such materials are to be used during the course of the works, prior approval from the Responsible Person or his/her deputy must be obtained prior to such materials being brought onto the site for use.

The contractor will be expected to provide to the Responsible or his/her deputy, evidence of suitable COSHH assessments, which must contain copies of all relevant data sheets.

Where hazardous materials must be utilised the contractor must ensure that the manufacturer's guidance and instructions are followed, that containers are only opened when required and that the area in which the container is to be opened is well ventilated. Containers must be properly stored, handled and labelled in accordance with current legislation. Only personnel who are familiar with the hazards and the precautions to be followed, and who have received appropriate training in the use of such materials, may handle such materials on the site.

Compressed and liquefied gases and/or any such similar flammable materials may not be stored inside the NERC buildings. Contractors will be expected to provide suitable storage facilities for the safe storage of any such materials to be used in the works.

Waste materials

The Environment Protection Act 1990 requires producers of waste to exercise a 'duty of care' by being directly involved in the management of their waste until it is safely disposed of or treated. To comply with this requirement the site must make a declaration of any waste that is sent for disposal. Contractors will be expected to make their own arrangements for the disposal of waste unless other arrangements have been agreed with the Responsible Person or his/her deputy in advance. Waste arising from works may not be placed in the Site containers without prior authorisation.

The disposal of chemicals or other hazardous materials, including solvents and/or cleaning materials, calls for special care. These materials may not be disposed of through the Site drainage system. In certain cases it will be necessary to obtain a special permit from the local authority and to use a specialist waste contractor to remove materials.

ACCIDENT INVESTIGATION AND MEDICAL TREATMENT

1. A system must be in place to evaluate the safety performance of contractors. The system must ensure that each contractor investigates all accidents and abnormal occurrences associated with their work activity while carrying out work on behalf of NERC. Through accident investigation, the contractor must define root cause(s) of the incident and develop a corrective action plan. The contractor will keep a record of all investigations and follow up on corrective actions.
2. The contractor will report to a NERC representative all accidents, incidents, near misses and other events which has or is likely to:
 - a) result in occupational illness or injury
 - b) result in damage/injury to NERC personnel, property or to the environment
 - c) lead to a report in, or attract the attention of the media

Contractors should report any occurrences as specified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, see the website at <http://www.hse.gov.uk/riddor/report.htm>

NERC will decide its level of involvement in the investigation and possible management of the incident (see the [NERC Accident Reporting and Investigation Procedure no: 20](#) for more information). All contractor fatalities on a NERC Site will be reported via the Research Centre to the Swindon Office.

3. Medical treatment arrangements should be established with contractors before they commence work on NERC sites. All contractors should normally have the capability to render first aid treatment to their employees on site and to provide the necessary medical surveillance programs and to satisfy themselves as far as practicable that staff are fit to undertake the work expected of them.

Contractors should be required to define the way in which they intend to execute tasks which have inherent safety, health or environmental risks attached to them. This is best done by producing a Method Statement. Generalized Method Statements are sometimes submitted during the bid stage of a contract. These often prove to be of little use when it comes to carrying out the work, and job specific Method Statements should always be provided where the hazards warrant a statement being produced at all.

Key features of competent Method Statements include:

1. Identification of the individual(s) who are responsible for ensuring compliance with the Method Statement, including deputizing arrangements.
2. The qualifications/training/experience of those permitted to carry out the type of work and any special training for the specific job.
3. Specification of the personal protective equipment and safety equipment to be used.
4. Definition of the safe means of access to and from the work location, including permanent platforms, scaffolds (hand rails, toe boards, etc.), mobile towers. Requirements for barriers and notices to limit access to safe areas also need to be spelled out.
5. Identification of the safe access routes for plant and equipment, especially in congested areas and taking into account the need to maintain emergency access routes.
6. Locations for equipment and material storage and handling and security arrangements.
7. Equipment required to carry out the work, how it will be provided and what inspections need to be identified, including cranes, slings, etc.
8. Definition of the sequence by which the work will be carried out and any limitations to part completed work, e.g. need for temporary guys.
9. The need for any temporary works to be provided and the responsibility for their competent design.
10. Consideration of the impact of weather and limitations to working in adverse conditions.
11. The Method Statement should generally indicate how risks are to be avoided, including those to other workers and the public at large, and to this end, it is useful if it prohibits bad practices, which are known to exist in the industry or can be anticipated on this particular job.
12. It is important to ensure that acceptance of the Method Statement by NERC does not detract from the contractors responsibility for his own health and safety performance.

APPENDIX IV: RISK ASSESSMENT

Risk assessments should be carried out as detailed in [Procedure number 12](#).

Checklist: Questions for contractors

Experience

- What experience do you have of our type of business?
- How familiar are you with the hazards in our business?
- Have you done this sort of job before? What are the main problems?
- Can you provide existing risk assessments or safety method statements, eg for a similar job?
- Can you supply reference?

Health and safety policy and practice

- Do you have a health and safety policy?
- Has HSE ever taken action against your activities?
- What are your health and safety procedures?
- Will you provide a Safety Method Statement for this job?
- What safety checks do you make on equipment and materials.

Training and competence

- Are you a member of a trade/professional body?
- How do you ensure your subcontractors are competent?
- How do you prepare them for working safely while on site?
- What health and safety training do you provide?
- How is information about health and safety passed on to staff and subcontractors?
- Can you show us your training programme and records?
- Have they got current certificates of competence and participation in health and safety training?

Supervision

- How do you plan to supervise this job?
- Who will be responsible for supervision on site?
- How are changes, which arise during a job, dealt with?
- How will you liaise with us?
- If you identify a problem, what action do you take concerning your staff or subcontractors?
- Will you report accidents, incidents or near misses to us?
- Are you prepared to abide by our rules?

Add your own questions that may arise over time and from experience

You are trying to gauge how seriously they take the subject. How do they react if you ask to see evidence of safe working procedures or training records? Beware of companies who say they'll provide them, then don't. How willing is the contractor to learn about, and comply with, your standards? What about any regular contractors? If you don't know much about their health and safety procedures and technical competence, find out.

The records for each contract are a matter for local judgement and the following list, though not exhaustive, should be considered:

- All information passed from NERC to the contractor, including revisions.
- Contractor's acknowledgements of receipt of the information.
- Copy of any contractual agreement(s).
- Appraisals of the contractor, both initial and during the contract.
- List of NERC personnel involved, especially the Responsible Person, and duties of involvement.
- Audit reports.
- Minutes of meetings and important telephone conversations with the contractor.
- Provision for disposal of all effluents and waste streams.
- Records of contractor's performance on quality and delivery.
- Records of any notified incidents and abnormal occurrences, with investigation reports and actions taken.
- Monitoring reports.
- On termination of the contract, the Responsible Person's report on the contractor's performance.
- Record of induction/safety training given.
- Record of contractor personnel trained.
- Record of permits to work issued.
- After completion of contract, records to be provided by contractor on maintenance and materials.

The contractor

- Were there any health and safety problems?
- Would you accept them back on site again?
- Did you need to take action?
- How good are they at housekeeping?
- Would you give them a reference?
- Do you know enough about them to put them on a preferred list?

The job

- How was your planning – was hazard identification and risk assessment adequate?
- Has the work been done as agreed i.e. as per contract and/or Method Statement?
- Has any necessary testing been done and recorded?
- Were all permits signed off?
- Have any remaining actions been agreed and taken into account?
- Is there a record of achievements and shortfalls?
- Do plant records or drawings need updating?
- If the job is likely to be done again in future, is it recorded to assist planning next time?

Permission to work document

Staff requisitioning any maintenance work by external contractors have the responsibility to ensure:

- a) That any contractors working on Site adhere to the Site Health and Safety policies.
- b) That staff are informed in advance of any requirement to disrupt power or water supplies for the requisitioned work to be carried out.
- c) That the equipment to be serviced is free from chemical, radiological or biological contamination which might present a Health and Safety hazard to the contractor.

1. To be filled in by staff requisitioning the work.

A representative of the contractor indicated below will be visiting the Site to carry out work within the building on the date indicated. The local contact should be informed by reception of their arrival and the representative asked to complete Part 2 of this form. Completed forms should be retained by the section requesting the work.

Company:

Brief job description:

Location of job:

Date of visit:

Duration of job:

Local contact name:

I confirm that the equipment to be serviced is free from chemical, radiological or biological contamination, which might present a health and safety hazard to the contractor.

Signature

Date:

2. To be read and signed by the visiting contractor's representative

I have been told that:

a. a copy of the Sites Safety Policy Statement is held at reception.

I have received:

- b. information concerning fire alarm, emergency and security procedures
- c. the accident reporting procedure
- d. a permit to work (if necessary)

I confirm:

- a. that my company has a Safety Policy Statement
- b. that risk assessments have been carried out for the job requested
- c. that the work carried out will conform to identified risk management Procedures.

Name of contractor's representative:

Signature:

Date: