**FQM LIMITED**

**XXX-OP-017**

**Managing Contractors**

1. **PURPOSE**

The purpose of this procedure is to provide a clear guide on the management of all contractors and sub-contractors engaged to carry out work at any [COMPANY NAME] sites.

1. **SCOPE**

This procedure applies to all [COMPANY NAME] sites and the activities of contractors on those sites.

1. **INTRODUCTION**

This document is intended as general guide to help [COMPANY NAME] effectively manage contractors. It clarifies the general responsibilities of [COMPANY NAME] personnel involved in managing contractors. They have a key role to play, in co­ operation with the contractor, in planning and managing the work to ensure that risks are properly controlled.

Our company must satisfy itself that the contractors selected for the specific project are competent (they have sufficient skills and knowledge) to do the job that they are tasked with safely and without the risk to the health, safety and wellbeing of themselves and other who could be affected by their actions.

1. **RESPONSIBILITIES**

The health and Safety at Work Act 1974, in addition to responsibilities relating to employees, requires employers to conduct their business in a way that does not expose non-employees (which includes contractors) to risks to their health and safety. This duty extends to ensuring, so far as reasonably practicable, that contractors and others working on the premises do not do anything that could present risks to their own health and safety and that of other people on the premises.

The Management of Health and Safety at Work Regulations 1999 (as amended) requires that, where contractors are working on another employers premises, they must be provided with the information and instruction on relevant risks to their health and safety which are present on the premises or the activities carried out in them. Contractors themselves also have a duty to work in such a way that they do not expose people to health and safety risks.

* **QHSE Manager/HSE Advisor** is responsible for:
  + Ensuring that this procedure is maintained and communicated to all contractors either before or on arrival to site.
  + Ensuring by means of induction, signage and information, that all contractors are aware of [COMPANY NAME] their requirements while on-site.
  + Ensuring all contractors who will be undertaking work tasks on-site have the correct liability insurance, risk assessment and method statements in place before commencing any work task.
  + Ensuring all contractors receive a full [COMPANY NAME] health and safety induction on arrival to site and before any work task can be undertaken.
* **Operations Manager** is responsible for:
  + Managing the risks associated with contractors being on-site, by the co-ordination of all working operations carried via the daily Planning Meetings.
  + Ensuring that all contractors are made aware of their responsibilities to inform the [COMPANY NAME] Health and Safety Department of their arrival on-site.
* **Site Foremen/Chargehands** are responsible for:
  + Managing the risks associated with contractors being on-site, by the co-ordination of all working operations carried via the daily Planning Meetings.
  + Ensuring that all contractors are complying with this procedure during their supervision of work tasks being undertaken on-site.
* **All contractors** are required to:
* Comply with the [COMPANY NAME] Contractor Code of Practice issued with all orders.
* Comply with this procedure through the requests made and instructions and information given to them.

1. **DEFINITIONS**

**Contractor**

A contractor is anyone who is not an employee of [COMPANY NAME] or the vessel that have been requested to attend site, by [COMPANY NAME] or the vessel, to undertake work tasks.

Contractors may come onto site to carry out tasks such as engine or thruster repairs, test electrical equipment, carry out inspections or attend site to clean windows.

1. **SELECTING SUITABLE CONTRACTORS**

It is essential to consider what particular technical competencies are required of the contractor, whenever possible choose potential contractors from the [COMPANY NAME] Approved List of Suppliers. If the supplier is not listed on the DMS Approved Contractors List, the following questions should be used for checking their competency:

**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 type of job before?
* Can you provide existing risk assessments and safety method statements for a similar job you have undertaken?
* Can you supply references?

**Health, Safety and Environmental Policy and Practice**

* Do you have a Health, Safety and Environmental Policy?
* Has any enforcing authority ever taken action against your activities (e.g. HSE SEPA)?
* What are your Health, Safety and Environmental procedures?
* Will you provide a safety/environmental method statement for the job?
* What safety checks do you make on equipment and materials?

**Training and Competence**

* Are you a member of a trade/professional body?
* What Health, Safety and Environmental training do you provide?
* How is Health, Safety and Environmental information passed on to staff?
* Can you show us your training programme and records?
* Have you got current certificates of competence and participation in Health, Safety and Environmental training

**Supervision**

* How do you plan to supervise the job?
* Who would be responsible for supervision on-site?
* How are changes that arise during the job dealt with?
* How will you liaise with us?
* If you identify a problem, what action do you take to communicate this problem to your employees and us?
* You must report all incidents/accidents (including environmental) to us.

**Insurance**

* Do you have the necessary Public and Employers Liability Insurance?
* Can you provide us with a copy of this?

When the person responsible for choosing the contractor is satisfied that the selected contractor is suitable for the project and is competent to do the work task safely, they must thoroughly discuss the scope of work with the contractor. It must be done early enough to give the contractor time to select appropriate employees to carry out the job, and to provide to DMS the appropriate and necessary health and safety documentation.

1. **REVIEW**

This procedure will be reviewed regularly, at a minimum on a yearly basis, at the annual management meeting. Additional review maybe required due to changes in legislation, operations, technology, personnel etc.