

Control Of Contractors Training

Description

Introduction

If your organisation manages contractors then your staff need to understand the health and safety issues. This course is the answer.

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The expert trainer will set out clearly the legal responsibilities of all relevant parties and explore the practical application of these responsibilities with the course participants. The course will then examine the issues associated with the planning of work to be contracted out and the evaluation, selection, control and monitoring of contractors engaged to undertake the work. Although the main focus is on health and safety, the course will also explain how health and safety issues need to be integrated into your organisation’s functional management processes to ensure effective control of contractors.

Objectives

This programme will give participants:

- A clear understanding of the organisation’s legal responsibilities for managing contractors
- The information they need to assess the competence of contractors
- A practical understanding of risk assessment principles and the transfer of risk to contractors
- A step-by-step guide to the key aspects of managing contractors in practice, covering:
- Planning of the work
- Selecting contractors
- Handover prior to work commencement
- During the work
- Reviewing the work on completion
- Practical guidance on the integration of health and safety controls into organisational procedures for contractor management

Course outline

Introduction

- Who are contractors?
- Why manage contractors?
- Different types of contractors
- Costs of poor contractor performance

Overview of health and safety law and liability

- Health and safety law and statutory duties
- Relevance of civil and criminal law
- Enforcement and prosecution

Relevant legislation for controlling contractors

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 1994 (as amended, 2006)
- Other relevant legislation
- Contract law

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Managing contractors in practice

- Exercise – how well is it happening?
- The objectives
- Five step approach
- Planning of the work
- Selecting contractors
- Handover prior to work commencement
- During the work
- Reviewing the work on completion

Planning the work

- Scope and extent
- Risk assessment
- Interface and other activities
- Who controls what?
- Contract arrangements

Selecting the right contractor(s)

- Locating contractor organisations
- Selection the right contractors
- Assessing contractor competence
- Approved lists/frameworks
- Tender process

Pre-work commencement

- Co-ordination and co-operation
- Exchange of information
- Contractor risk assessments and method statements
- Permits to work
- Case study exercise

During contract work

- Communication and liaison
- Supervision and inspection of the work
- Inspection and reporting procedures
- Security issues
- Facilities and access

Reviewing work on completion

- Why, what and how?
- Achieving continuous improvement in contractor performance

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