
Overview

This standard covers the skills and knowledge required to manage contractors to ensure that health and safety requirements in the workplace are complied with.

The standard is aimed at the person who is responsible for health and safety management or supervision of contractors in the workplace.

The contractor will already have the relevant approval to work on site where required by company standards.

This standard is about the essential aspects of the role when contractors are involved in using the premises and facilities. It includes monitoring attendance, conduct and site health and safety requirements by observing entry, exit and on-site movements. It is also about reporting to others issues which are outside your own area of responsibility or competence.

Performance criteria

You must be able to:

1. check all relevant documentation has been issued/received following standard operating procedures
2. confirm induction processes for contractors have been carried out following standard operating procedures
3. check contractors have approval to work on site following standard operating procedures
4. provide and monitor access/egress to premises and facilities for approved contractors following standard operating procedures
5. monitor contractor activities to ensure compliance with safe working practices commensurate with the level of risk to the contractor and effects of their work on others
6. deal with any problems that arise during the use of premises and facilities following approved procedures

Knowledge and understanding

You need to know and understand:

1. approved procedures followed when organising access, security and health and safety arrangements
2. approvals required for different types of contractor activities and the importance of checking that they have been granted by appropriate person(s)
3. types of problems that can arise during the use of premises and facilities, and procedures used to deal with such problems
4. procedures followed in the event of an emergency and/or drill
5. location of emergency exits and emergency equipment and importance of making contractors aware of these
6. checks carried out to ensure that premises and facilities are left safe and secure during and after use
7. records kept, the importance of completing them accurately, and who is authorised to access them
8. access/egress points and arrangements for contractors
9. instructions for monitoring contractor activities and possible consequences of failing to follow instructions
10. expected standards for contractor welfare facilities , conduct and adherence to site health and safety legislation

| | |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Developed by | NSAFD |
| Version Number | 2 |
| Date Approved | January 2019 |
| Indicative Review Date | January 2023 |
| Validity | Current |
| Status | Original |
| Originating Organisation | Proskills |
| Original URN | PROHSP15 |
| Relevant Occupations | Occupational Health Workers; Occupational hygienists and safety officers (health and safety); Health and Safety Managers; Health and Safety officers |
| Suite | Health and Safety |
| Keywords | Occupational health and safety; health and safety; contractors; compliance |