	Contractor Control Policy
Policy & Procedure Manual	HSP004

## Contractor Control Policy


### Contents

#### Selection of Contractors

1. Purpose .....	2
2. Responsibility .....	2
3. Procedure: Selection of Contractors .....	2

#### Control of Contractors

4. Purpose .....	2
5. Responsibility .....	3
6. Procedure: Control of Contractors .....	3

	Contractor Control Policy
Policy & Procedure Manual	HSP004

## Selection of contractors

### 1. Purpose

To define the responsibilities and procedures employed to ensure that contractors manage quality, safety, health & environmental to adequate levels.

### 2. Responsibility

The Director has overall responsibility for ensuring that all contractors and suppliers are selected for due diligence in safety management.

### 3. Procedure: Selection of Contractors

Work undertaken by sub-contractors on Structural Repair Solutions Limited behalf is assessed by Structural Repair Solutions Limited or their Health and Safety Advisor (on request). Once completed and vetted as being acceptable sub-contractors will be entered onto the Structural Repair Solutions Limited approved list of sub-contractors.


The particular standards to be achieved are:

- a) Clear responsibilities for each level of employee to manage aspects of the work that they would reasonably be expected to, including supervision and inspection.
- b) The presence of adequate, current insurances for the work scope, including Employers Liability, Public Liability and Professional Indemnity where applicable.
- c) Safe systems of work (Safe Operating Procedures, Work Instructions, Method Statements or similar) to control risk intrinsic to the work scope.
- d) Evidence of relevant Training of employees at all levels.
- e) Evidence of suitable and sufficient risk assessments & COSHH Assessments
- f) Evidence of competence to undertake work activities, by industry qualifications, certification, training records or membership of professional bodies.

## Control of Contractors

### 4. Purpose

May 2024	Page 2 of 4	Issue No 1
----------	-------------	------------

	Contractor Control Policy
Policy & Procedure Manual	HSP004

To define the responsibilities and procedures employed to ensure that contractors manage safety to adequate levels.

The HSEO will ensure that the following Pre-qualification criteria is met.


- ❖ They will also need to provide evidence of competence relating to task specifics e.g. PASMA Certification for the erection of Mobile Towers, Abrasive Wheel Certification in the event of the need to use metal cutting chop-saws etc.
- ❖ Where a subcontractor employs their own direct labour, they will provide their own Supervisor who will hold a SSSTS card as a minimum standard.

## 5. Responsibility

The Director is responsible for ensuring that all contractors exercise due diligence in safety management.

## 6. Procedure: Control of Contractors

- a) The contractor appoints a supervisor who takes responsibility for the contractors work activities.
- b) This supervisor liaises with Structural Repair Solutions Limited and any other parties as is necessary to control safety.
- c) The contractor submits a Method Statement for work to be performed. Specific aspects of work that require Method Statements (and possibly a Permit to Work) are:
  - ❖ Working at Height including excavations,
  - ❖ Confined Space entry,
  - ❖ Working Alone,
  - ❖ Work with hazardous substances categorised as Flammable, Toxic, Harmful, Corrosive, Irritant or of a nature likely to cause harm to personnel,
  - ❖ Work with plant and machinery,
  - ❖ Hot work,
  - ❖ Work on or adjacent to live electrical conductors above 110vac.
- d) Method statements also detail aspects of work including:
  - ❖ Manual Handling,
  - ❖ Waste management,
  - ❖ Personal Protective Equipment,
  - ❖ Plant and machinery supply and control,
  - ❖ Power tools including any power supply required.

	Contractor Control Policy
Policy & Procedure Manual	HSP004

- e) It is also stated that if in any doubt regarding the detail of a Method Statement, the Structural Repair Solutions Limited Representative must ask their supervisor for clarification and not progress the works until it has been resolved.
- f) Risk Assessments used to plan the Method Statement are submitted and reviewed by the Structural Repair Solutions Limited safety representative.
- g) Once a subcontractor has completed a method statement and risk assessment the HSE Advisor must vet the documents. Any findings must be given back to the sub-contractor. Work MUST NOT start until the subcontractor safety documents are of a satisfactory standard.
- h) Work performed is inspected /reviewed periodically and may be used as evidence of safe management in various aspects of work. Logging of this information may be by written, computerised or photographic means and may be discussed by the Structural Repair Solutions Limited and the contractor.
- i) Where suitable, feedback is provided as a means of identifying both good practice and scope for improvement.
- j) Contractors conduct themselves in an appropriate manner whilst at work; lack of proper respect for Structural Repair Solutions Limited safety procedures and Method Statements, or wilful unsafe acts will result in potential suspension or removal from supplier lists.

**SIGNED** *Neil Smuts* - Director

Date: 26.05.2024

Review: 26.05.2025