

5 STEP PROCESS TO CONTRACTOR VETTING AND COMPLIANCE RATING



**MY SAFETY
SHOP**

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Contractor Control and Management in 5 easy steps

Contractor Control and management must play a huge role in your Health and Safety system, mainly because you want to keep your employees Healthy and safe to return home to their loved ones after work.

Contractors bring their own unique risk and challenges that must be identified and controlled to prevent incidents and injuries to your staff and premises, as well as their staff and equipment.

To manage contractors in a structured and effective way, a robust contractor management system must be set in place. This system should include processes for pre-qualifying contractors before working on site and ensuring all requirements as per your standard or purely legislative standards are met.

There are multiple positives towards the easy 5 step contractor management system –

- Improved safety through identifying potential safety Risks, ensuring contractors work in a safe and secure environment
- Compliance with regulations can assist contractors and the mandator to reducing risk towards compliance penalties and legal issues.
- Improve communication between all parties of both organizations.
- Cost saving due to any costs associated with accidents, injuries and non-compliance penalties
- Improved reputation for both parties as this will present an organization commitment to increased customer and employee satisfaction.

5 Easy Step Process

Step 1 – Contractor Policy & Procedure to be approved, communicated and implemented to ensure one standard within the organization.

Step 2 – Set a time of the year whereby annual contractors vetting will take place. This normally

takes over a 3-month period. (All new contractors need to be vetted before work commences if outside of this timeframe)

- Month 1 – Communication and Vetting document to be supplied to all contractors
- Month 2 – Obtain required Contractors Site File from the contractors
- Month 3 – Vetting of Contractors file and reporting of the outcome and shortcomings.

Step 3 – Send the Health and Safety file/Site File vetting requirements to your contractors with a due date of submission as per your 3-month timeframe.

Step 4 – Get SafetyWallet/Makrosafe Holdings to assist you with vetting the file as per the contractor scope of work and provide the contractor with their final outcome.

Step 5 – SafetyWallet/Makrosafe Holdings can then assist your contractor to be compliant towards your contractor management standard

In conclusion effective contractor management is crucial to maintaining a safe and healthy workplace. by implementing the 5-step process, you can ensure that your contractors are aware of their responsibilities and the safety standards they need to follow while on your site. But always remember, it is not only the contractor's responsibility to work on your site safely, but yours as well.


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CONTRACTOR VETTING COMPLIANCE RATING CARD					
Date of Vetting:					
Name of Contractor / Supplier:					
Name of Contractor Controller:					
Scope of Work:					
Contractor Controller Signature		Contractor / Supplier Representative Signature			
ELEMENT	SECTION	SUB-SECTIONS	Y	N	DATE: (If Non - Compliant Contractor has 21 days to fix)
Element 1	1.1 Scope of work	Work Plan			
Element 2	2.1 Health and Safety plan	• Purpose			
		• Project description			
		• Project duration			
		• References and guidelines			
		• Health and safety policy			
		• Mission statement			
		• Project Objectives			
		• Objective of the Health and safety plan			
		• Targets			
		• Restrictions			
		• Responsibilities			
		• Site Manager details (If needed)			
		• Communications			
		• Progress and feedback meetings			
		• Toolbox talks			
• Publicity					

		· Personal Protective equipment			
		· Housekeeping			
		· Monitoring Safety			
		· Registers			
		· The proof of Construction work notification (DoL) (Construction work)			
		· All documents notices and permissions in relation to construction, if applicable.			
		· Proof of notice of excavation to Provincial Director. (Excavation work)			
		· All documents, notices and communication with the Provincial Director (excavation work)			
		· The site inspection log sheet, related health and safety inspections:			
		· A register of all inspections applicable to the contractor's tools, machines and vehicles. Checklists for all other items e.g. fire equipment, PPE, general inspections and specific inspections such as a compliance checklist for site file maintenance.			
Element 3	3.1 Contractor rules and 37.2 Agreement				
Element 4	4.1 Proof of Insurance				
Element 5	5.1 Letter of Good Standing				
Element 6	6.1 Company Health and Safety Compliance Certificate				
Element 7	7.1 Health and safety related policies: Dated and Signed	Health & Safety			
		Drugs & Intoxication			
		Infectious Diseases & Covid-19			

		Visitors Policy			
		COVID Policy			
		PPE Policy			
	7.2 Proof of communication to all staff working on-site				
Element 8	8.1 Incident Reporting Procedure				
	8.2 Incident Investigation Procedures				
	8.3 Incident Register				
Element 9	9.1 Baseline Risk Assessment	Site Specific			
		Method Statement			
		Reviewed & Approved my Management			
	Other: e.g. Covid-19; Fall Protection Plan/Training; Waste Management Plan;				
	9.2 Task Based Risk Assessment: Site Specific	Site Specific			
		Method Statement			
		Reviewed & Approved by Management			
	Other: e.g. Covid-19; Fall Protection Plan/Training; Waste Management Plan;				
	9.3 Proof of communication to all staff working on-site				
Element 10	10.1 Safe Work Procedures				
	10.2 Proof of communication to all staff working on-site				
Element 11	11.1 Legal Appointments	Delegation of Duties (16.2)			
		Site Safety Officer			
		Risk Assessor			

		Incident Investigator			
		Fire Equipment Inspector			
		Emergency Co-Ordinator			
		Fire Fighter			
		First Aider			
		H&S Rep			
		Ladder Inspector			
		Hand Tools Inspector			
	Specific: e.g. Fall Protection Developer; Fall arrest /W@H Supervisor; Scaffold Erector/Inspector; Lifting Equipment/Tackle Inspector; Electrical Installations Inspector				
Element 12	12.1 Health and Safety organogram (H&S - site specific)				
Element 13	13. Training certificates	Induction			
		Fire Fighter			
		First Aider			
		H&S Rep			
		Incident Investigator			
		Hazchem Substance Handling			
	Specific: e.g. Riggers competency; Electrical Wireman's License; Scaffolding Erector/Inspector; Fall protection planner				
Element 14	14. Employee information of persons performing work on site				
Element 15	15. Certificates of fitness (medicals)				
Element 16	16. Tool and Equipment Inspections/PTO (Planned Task Observations)				

Element 17	17. Toolbox Talk Registers			
Element 18	18. Personal Protective Equipment	PPE Issue Register		
		PPE Inspection Register		
		PPE Site Specific Requirement register		
Element 19	19. Permit to work	Hot Work		
		Cold Work		
		Confined Spaces		
		Excavation		
		Working at heights		



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