

# CONTRACTOR SAFETY MANAGEMENT

## HSE024

### COURSE DESCRIPTION

In many companies, contractors work more than 50% of the hours in the field. That reflects the importance of prequalifying, selecting, mobilizing, executing, demobilizing, and closing out contracted activities to a high standard. Contractors must be informed, assessed and monitored in a variety of ways to ensure their performance does not have a costly negative impact on the business and that requires effective relationship between clients and contractors at all stages of the supply chain is essential for competently managing health and safety in a facility or project.

This course, will cover the processes for developing and managing a contractor safety management system.

This course includes knowledge development sessions, practical exercises and problem solving set in a case study setting. It concludes with a contractor prequalification, selection, and justification exercise.

### COURSE GOAL

To enhance the participant's knowledge, skills, and ability necessary to successfully appoint a contractor and manage them, with confidence to ensure their health and safety performance will be of the highest quality and his organization will receive maximum performance with minimum risk.

### COURSE OBJECTIVES

By the end of this course, the participants will be able to:

- Plan and select contractors.
- Define client/contractor agreements and documentation.
- Prepare a client/contractor HSE Project Plan.
- Supervise contractors' operations on day-to-day basis.
- Monitor and review a contractor's performance and implement improvements.

### WHO CAN BENEFIT

All personnel involved in selecting or vetting contractors, including: Managers, Supervisors, Team leaders, Project managers, Procurement and supply chain managers, Engineers, Maintenance personnel, HSE managers and auditors, and Employee representatives.

### COURSE DURATION

5 Working Days.

## COURSE OUTLINE

### 1. Project Planning & Selecting Contractors

- The reasons of using contractors
- Pre-qualification - bidding, evaluation criteria, appointment
- Contractor selection: Tender invitation and contractor evaluation process
- Mobilization, execution and demobilization
- Hazard identification and risk assessment of Project and/or Work Tasks
- Establishing key client/contractor contractual elements
- Client Pre-Project Start HSE Meeting

### 2. HSE Project Plan

- Defining, Agreeing and Documenting Client/Contractor Responsibilities
- Establishing Client/Contractor HSE Project Plan
- Establishing Scope of Client/Contractor Shared Activities
- Producing an HSE Client/Contractor Interface Matrix
- Produce Active Performance Monitoring and Audit Checklists

### 3. Managing Contractor Safety on Site

- Contractor Site Awareness, Training and Competence arrangements
- Contractor's Incident Reporting and Investigation procedures
- Client/Contractor Emergency Preparedness Arrangements
- Carrying out HSE Site Inspections of Contractor activities – random and planned
- Joint Client/Contractor HSE and Project meetings

### 4. Monitoring Contractor Performance

- Assessing Level of Supervision Needed to Oversee Contractor
- Appraisal of Project and/or Work Tasks
- Audit of Contractor's Compliance
- Measuring and Recording of Contractor's Overall Safety Performance
- Checking if there are any Changes in Personnel?

### 5. Contractor Review and Lessons Learned for Improvements

- Review Project Performance and/or Work Tasks Carried out by Contractor:
- How Effective was the Project and/or Work Task Planning?
- How Well Did the Contractor Perform?
- How Did the Job Go Generally?
- Record the Lessons Learned and Develop Appropriate Improvements