

PROHSP15 SQA Unit Code H8W3 04

Manage contractors to ensure compliance with health and safety



Overview

This standard covers the management of contractors to ensure that the 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 & 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.

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Performance criteria

You must be able to:

- P1 check that all relevant documentation has been issued/received
- P2 ensure that the induction process for contractors has been carried out
- P3 check that contractors have the approval to work on site
- P4 provide and monitor access/egress to premises and facilities for approved contractors
- P5 monitor contractor activities to ensure compliance with safe working practices commensurate with the level of risk to the contractor and the effects of their work on others
- P6 follow approved procedures for dealing with any problems that arise during the use of premises and facilities

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Knowledge and understanding

You need to know and understand:

- K1 the approved procedures that must be followed when organising access, security and health and safety arrangements, taking into account turnover of workers
- K2 the approvals required for different types of contractor activities and the importance of checking that they have been granted by the appropriate person(s)
- K3 the types of problems that can arise during the use of premises and facilities, and the procedures that must be used to deal with such problems
- K4 the procedures to be followed in the event of an emergency and/or drill
- K5 the location of emergency exits and emergency equipment and the importance of making contractors aware of these
- K6 the checks that must be carried out to ensure that premises and facilities are left safe and secure during and after use
- K7 the records that have to be kept, the importance of completing them accurately, and who is authorised to access them
- K8 the right access/egress points and arrangements for contractors
- K9 what your instructions are for monitoring contractor activities and the possible consequences of failing to follow the instructions
- K10 what the expected standards are in terms of contractor welfare facilities , conduct and adherence to site health and safety legislation

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Additional Information

Scope/range

- 1 relevant documentation includes, but is not limited to:
 - 1.1 liability insurance
 - 1.2 permits to work
 - 1.3 safety method statements
 - 1.4 job cards
 - 1.5 risk assessments
 - 1.6 relevant site personnel/contractor contact numbers
- 2 the induction process include, but is not limited to:
 - 2.1 rules of the site
 - 2.2 hazards
 - 2.3 first aid procedures
 - 2.4 welfare
 - 2.5 emergency procedures
 - 2.6 security procedures
 - 2.7 removal of waste
- 3 approval relates to the company's own internal systems for approval.

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Suite Health and Safety

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