Bath & North East Somerset Council

Waste Services – Collection Service

SSOW 18 - Safe System Of Work: Management of Contractors

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1. Activity

This Safe System of Work covers the vetting, appointment and management of contractors. In this SSOW 'contractor' means any person engaged to do work on B&NES premises, or delivering services on its behalf, but who is not on the B&NES payroll. It therefore includes agents and partners

This SSOW is to:

- Safeguard all persons on B&NES premises from injury or exposure to occupational disease resulting from contractor activities
- Ensure that contractors' staff are provided with adequate information and training to work safely on Council premises or to deliver services
- Protect B&NES property, environment, assets and the public
- Ensure that the Collection Service and its contractors comply with all relevant legislative and best practice standards

2. Persons at Risk

Management, technical and administrative staff
Drivers
Loaders
Contractors
Public

3. Hazards

Dependant upon the works to be carried out and the location of the works

4. Procedures

a) Approved List of Contractors

- The Environmental Services Directorate maintains an Approved List of Contractors. Vetting of contractors' health & safety policies, risk assessments, safe working practices and managerial and employee competencies takes place prior to a contractor being included on the Approved List

- Only suitably competent, financially viable contractors are engaged to work on the Council's behalf

- Contractors on the Approved List are required to produce evidence of their insurance arrangements annually. If Contract Managers have expressed concerns about the performance of a contractor an appropriate review will take place. The Technical Officer will remove contractors from the Approved List if necessary

- For larger, or 'one-off' works, when a tender process is used vetting takes place as part of the tender process

b) Pre-Commencement of works

- The Collections Manager or Contract Manager, will obtain copies of the contractor's risk assessments and safe working methods. The contractor must assess the risks for the contracted work

- The Collections Manager, or Contract Manager, will check the contractors risk assessments and safe working methods and if they have any concerns will take advice from the Council's corporate Health & Safety Advisor. Any queries must be resolved with the contractor to the satisfaction of the Council's officer prior to commencement of the works

- The Collections Manager or Contract Manager will inform contractors of any relevant Council policies and health & safety information such as the 'Traffic Management Plan' for the depot, depot rules (wearing hi-viz), emergency procedures, the Asbestos Register (if appropriate), any hazards and any relevant standards and procedures with which the contractor shall be expected to comply

- The Collections Manager or Contract Manager will carry out an induction process using the information in Document P06. The Manager and contractor must together consider the risks from each others' work that could affect the health and safety of the workforce or anyone else. Working practices, standards and safe working arrangements must be established and agreed at the induction / pre-contract meeting between the contractor(s), and the contract manager

c) Post-Commencement of works

- The Collections Manager, Contract Manager or an appointed 'Supervising Officer' e.g. Technical Officer or Supervisor, will be responsible for managing contractors while they are on site. Management will include sample monitoring of the contractor's health & safety performance and responding to any reports or concerns.

Contractors and/or their staff will be challenged where unsafe practices are observed

- Contractors will not be permitted to use equipment owned by the Council e.g. vehicle wash down, air compressor, without the authority of the Collections Manager. If authority is given then it is essential that the contractor's staff read any relevant Safe System of Work and sign to signify their understanding

- Suitable and sufficient procedures must be put in place to gain effective communication, co-operation and co-ordination of all works involving contractors. Dependent on the size and nature of the works this may be formal contract meetings or informal arrangements

d) Post Contract

- If the Collections Manager or Contract Manager are of the view that a contractor did not perform to the standards expected or if they only did so after intervention on more than one occasion, the Technical Officer shall be informed in order that further vetting of the contractors health & safety arrangements can be made. The Technical Officer will remove contractors from the Approved List if necessary

- Contractors must report any accident or 'near miss', which takes place on the Council's premises to the Contract Manager in order that the Council's Insurance Officer can be informed

- It is good practice to investigate all injuries, cases of work-related ill health and 'near misses' to find out what went wrong and why they were not prevented. Clients, contractors and subcontractors should share the lessons learnt from monitoring and investigations with each other and with the workforce

5. General Guidance

- The Collections Manager will not be responsible for construction contracts – these will be managed by Property Services. Property Services will ensure compliance with the Construction (Design and Management) Regulations (CDM).

6. Personal Protective Equipment

- Contractors will be required to adhere to the same standards of PPE as Council employees when working in depots or when carrying out the same services as Council employees

7. Medical Requirements / Vaccinations

- Contractors should have their own First Aid arrangements however they will be made aware of arrangements at the depots

8. Training

- The Collection Manager and the Technical Officer hold the NEBOSH Certificate and will receive H&S refresher update training from time to time. This training will enable them to fulfil their responsibilities in managing the type of contacts / contractors in the Collections service

Related Documents	
	Reference:
Risk Assessments	
Operations within the depots	WC9
Asbestos Register	http://asbestos.bathnes.gov.uk/
Procedures	
H&S Information to Contractors	P06
Safe Systems Of Work	
Asbestos Policy	http://intranet/need_to_know/healthsafety/Policy/Pages/Asbestos_Policy.aspx