

CONTROL AND MANAGEMENT OF CONTRACTORS POLICY

Synopsis

This policy specifies the roles, responsibilities, actions and processes necessary to ensure that work carried out by contractors is controlled and managed.

This document is the property of University of Aberdeen.

It shall not be reproduced in whole or in part without written permission from the Director of Health, Safety and Wellbeing.

Approval

Approved by: University Court

Date: March 28th 2017

Revision Record

ISSUE	DATE	REASON FOR REVIEW
Draft 1	July 2016	New document for consultation
Draft 2	September 2016	Amendments after initial consultation
Draft 3	November 2016	Amended after consulting all local safety coordinators
Draft 4	November 2016	Further amendments after University Health and Safety Committee meeting on 10 th November 2016
Draft 5	December 2016	Further edits
Draft 6	January 2017	Further edits
Issue 1	March 2017	Approval by University Court

DISTRIBUTION:

To: Heads of Schools, Directors, Safety Coordinators, Technical Resource Managers, Policy Zone

Implementation

From receipt after approval

Contents

Synopsis.....	1
Approval	1
Revision Record	2
Implementation.....	2
Standard Terms	4
Introduction.....	5
Purpose.....	5
Scope	5
Objectives.....	5
Responsibilities.....	6
Management Review	7
Appendix A: Health and Safety Standards for Contractors.....	8

Standard Terms

Throughout this document standard terms have been used. The terms and their definitions are set out below:

Term	Definition
Contractor	Individual, company or organisation engaged by the University (other than an employee) to carry out work for gain or reward.
Sub-contractor	Individual, company or organisation employed by the contractor to undertake works, for gain or reward, on their behalf.
Hazard	An unsafe act or an unsafe condition; anything that has the potential to cause harm, including death, ill health, injury, damage to property, process or the environment.
Unsafe Act	A human act or omission with the potential to cause death, injury, ill health, damage to property, process or the environment.
Unsafe Condition	An environmental or physical condition with the potential to cause death, injury, ill health, damage to property, process or the environment.
Risk	The likelihood of a hazard causing harm to a person or damage to property.
Risk assessment	An assessment of the likelihood of hazards occurring in the work place, the scale of harm or damage likely as a result, and the likely consequences of such harm or damage occurring.
Because We Care	The University of Aberdeen's corporate campaign to promote Health, Safety and Wellbeing for staff and students.

POLICY

1. Introduction

- 1.1 The University of Aberdeen employs contractors for various tasks relating to construction, installation, maintenance or repair works. This Policy outlines the way in which the University of Aberdeen intends to manage the risks associated with work carried out by contractors. All Schools and Professional Services are required to comply with this policy.

2. Purpose

- 2.1 The purpose of this Policy is to set general requirements and standards for the control and management of contractors in the University of Aberdeen.

3. Scope

- 3.1 This Policy applies to all University of Aberdeen Schools and Professional Services.
- 3.2 The University uses contractors to undertake a wide variety of different tasks. These uses range from service activities such as cleaning and catering, security, portering and waste disposal through to technical activities such as equipment installation or maintenance, electrical or building repairs, and major construction.

4. Objectives

- 4.1 The purpose of this Policy is to ensure that contractual arrangements comply with the University of Aberdeen's health and safety policies and procedures and with health and safety legislation. It shall ensure that all parties fulfil their health and safety duties as far as is reasonably practicable.
- 4.2 All Heads of Schools and Professional Services shall have in place local arrangements that comply with this Policy.

5. Responsibilities

5.1 Manager/Responsible person engaging a contractor shall:

- 5.1.1 Ensure that the contractor is competent to carry out the works specified and where possible, will utilise certified or accredited organisations and personnel.
- 5.1.2 Undertake a risk assessment and set out suitable control measures in order to manage any significant risks arising from the work.
- 5.1.3 Ensure that all relevant safety measures are taken to protect the contractors and all persons who may come into contact with, or be at risk from, the work or activity.
- 5.1.4 Ensure that the contractor is given a copy of this policy and related procedure before work commences.
- 5.1.5 Where applicable, comply with and share all relevant information under the statutory requirements of the Construction Design and Management (CDM) Regulations with the contractors.
- 5.1.6 Co-ordinate contractor activities and provide adequate information regarding health and safety issues on the premises.
- 5.1.7 Provide the contractor with relevant information on emergency procedures, including fire safety arrangements, and any particular hazards in the area, for example, asbestos, gases, chemicals or biological hazards.
- 5.1.8 Inform all departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines.
- 5.1.9 Ensure relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site and providing them with information regarding confidentiality and high-risk areas.
- 5.1.10 Show the contractors and any sub-contractors on arrival at the work site, the following basic fire safety measures:
 - The closest fire escape
 - The location type and method of operation of the nearest fire-fighting appliance.
 - The location of the nearest fire alarm and the method of activation.

-
- The tone of the fire alarm and what to do on activation.

5.1.11 Monitor the standard of the contractor's work and the progress made.

5.2 Contractors shall:

- 5.2.1 Cooperate with the University to ensure a safe work and study environment for University staff, students and visitors in respect of the work the contractor undertakes for the University.
- 5.2.2 Provide a safe place of work for their own staff, including carrying out risk assessments and developing safe systems of work relevant to the premises and work activities.
- 5.2.3 Ensure that all their staff on site are aware of the safe systems of work and adhere to those systems.
- 5.2.4 Ensure that work carried out does not compromise the health, safety or wellbeing of their staff, University staff, students or others.
- 5.2.5 Make provisions for first aid (including identifying trained, competent first aiders and the provision of appropriate equipment).
- 5.2.6 Report all accidents and near misses that occur in connection with the work to the University manager responsible for engaging the contractor.

5.3 Sub-contractors shall:

- 5.3.1 Have the same responsibilities as contractors (see 5.2)

6. Management Review

- 6.1 This Policy shall be reviewed at least annually by the Director of Health, Safety and Wellbeing or when any of the following occur:
 - a) Internal reorganisation or restructuring of departments.
 - b) After any injury, near miss, or significant performance disruption that highlights the need for review.
 - c) Any change in relevant legislation that has an impact on the way the University manages and controls work carried out by contractors.
- .

6.2 The purpose of the periodic review is also to:

- a) Assess whether the objectives set out in section 4 are being achieved consistently.
- b) Ensure that recommendations emanating from previous reviews have been implemented and the required outcomes are being achieved.

Appendix A: Health and Safety Standards for Contractors