

Contractor Performance Monitoring (Projects)

Responsibility: All Employees

Purpose

Contractor control on projects working for Estate Development Service. To ensure that the H&S performance of contractors is regularly monitored using the 'Spot Safety Check' process. In addition these arrangements aim to ensure that the monitoring process is planned and that the results good or bad are shared with the contractors to ensure that improvements are made and/or corrective action taken if required.

Performance Monitoring

Estate Development Service has a duty to ensure that all contractors undertake their work in a safe and orderly fashion and in addition to the checking and approving of method statements, the Department will carry out regular monitoring of the contractors when on site to ensure that they are following the safe system of work agreed and abiding by Site Rules and local requirements etc.

Planning

Project Coordinators should ensure that all contractors are monitored on a regular basis. There should be a plan to undertake an inspection of all works at least at weekly intervals during the works.

Undertaking

The Project Coordinator overseeing the works should arrange an inspection recording their findings on the 'Spot Safety Check' form as attached to this arrangement. The inspection should ideally be undertaken together with the Contractors Representative to ensure that the issues raised are dealt with at the time of the inspection. If the Representative is not able to accompany the inspection then the findings of the inspection should be discussed with the person in charge of the works at the end.

A copy of the 'Spot Safety Check' form should be handed to the Foreman and the original handed to the Department Administrator for filing. The Department Administrator should on receiving a completed form, update the Schedule to show the date undertaken.

Advice

Health and Safety advice is available from the University Construction H&S officer, based at Lafrowda House.

Feedback/disciplinary measures

Where serious or recurring issues of non-compliance are found, a Safety Improvement Notice should be issued and the Contract's Manager or Managing Director should be called in to discuss the matter. Measures to rectify the issue should be discussed and agreed, including timescale, and these should be noted on the back of the Spot Safety Check form.

Where the nature of non-compliance could have jeopardised the health or safety of members of staff, students or a member of the public or there are signs of continuous poor performance, the Project Coordinator should refer the matter to the Director to decide on further action, and ultimately if the contractor should be allowed to continue providing services to the University.

SPOT SAFETY CHECK

Project: Purchase Order:
 Contractor: Room/Area:
 Building:

Description of work:

Personal Protective Equipment

	Condition acceptable		
Hard hat	Y / N / NA	ASBESTOS Register/Survey - checked/carried out	Y / N / NA
Eye protection	Y / N / NA		
Footware	Y / N / NA		
Ear protection	Y / N / NA		
Gloves	Y / N / NA	Type	
Protective clothing	Y / N / NA	Type	
Respirator	Y / N / NA	Mask type	Cartridge type
Respirator in date	Y / N / NA		

Work Area Conditions

	Condition acceptable		
Barriers installed	Y / N / NA		Condition acceptable
No unprotected trailing	Y / N / NA	Warning notices posted	Y / N / NA
Area generally tidy	Y / N / NA	No exposed electrical equipment	Y / N / NA
Adequate & qualified staff	Y / N / NA	Adequate edge protection	Y / N / NA
F10 present/displayed	Y / N / NA	Hazardous waste/Asbestos control	Y / N / NA
Permit to work in force	Y / N / NA	Safety harness in use	Y / N / NA
		Type of permit	

Access Equipment

	Condition acceptable	
Working at Height compliance	Y / N / NA	
Protection for third party	Y / N / NA	
Sectional scaffold tower	Y / N / NA	Date last checked
Tube and clamp scaffold	Y / N / NA	Date last checked
'Scaff tag' present	Y / N / NA	Date last checked
Powered access M/C	Y / N / NA	

Tools & Equipment

	Condition acceptable		
Power tools	Y / N / NA	Type	Battery / 110V / Other
Extension leads	Y / N / NA	Type	110V / Other
Temporary lights	Y / N / NA	Type	110V / Other
Temporary generator	Y / N / NA	Type	110V / Other
Transformer	Y / N / NA		
Hand tools	Y / N / NA		

Isolations

Electrical

Electrical circuit isolated	Y / N / NA	Circuit reference	Dist. board
Safety lock fitted	Y / N / NA	Warning label fitted	Y / N / NA
Test equipment on site	Y / N / NA	Calibration in date	Y / N / NA

Mechanical

Gas supply isolated	Y / N / NA	Compressed air/'process' gas isolated	Y / N / NA
Water isolated	Y / N / NA	Steam isolated	Y / N / NA
Ventilation/extraction made safe	Y / N / NA	Heating circuits isolated	Y / N / NA

Spot check by Date

Tick in this box if additional information is given overleaf

ADDITIONAL INFORMATION / COMMENTS

1)

2)

3)

ACTIONS REQUIRED

**REQUIRED BY
Immediate/Date/Time**

1)

2)

3)

COMMENDABLE ASPECTS

1)

2)

3)

Received byDate.....
(Contractors Person in charge of the works)