



WESTLAND SAFETY INSTRUCTION No 33

CONTRACTOR CONTROL - DISCIPLINARY PROCESS

1. Introduction

This safety instruction has been written to support HSP 2050 - Controlling Contractors, and shall be used in the event of Health and Safety misconduct by a Contractor's or Sub-Contractor's employee e.g.

- Physical violence
- Wilful damage to WHL plant and equipment
- Release of hazardous substances into the site drainage system
- Dangerous driving, including speeding
- Any act which puts any person in imminent danger, whether an injury, or damage results, or not.
- Working without appropriate documentation - Contractor Risk Assessment or permit to work
- Illegal disposal of hazardous waste
- Use of unapproved Sub-Contractors
- Breach of the Company's Drugs and Alcohol policy.

This Safety Instruction also supports WHL's Contractor health and safety monitoring programme and shall be used where auditing identifies major failings in a Contractor's, or Sub-Contractors health and safety management arrangements.

2. Breach of Health & Safety Rules - Initial Action

Where a Site Facilities Engineer, or Safety Adviser observes a breach of health and safety rules and considers it appropriate to issue a warning to the individual involved such a warning must be given verbally and recorded in writing with copies being issued to the manager/supervisor of the company involved and the Safety and Environment (S&E) Department.

A standard triplicate book shall be used for this process, recording the:

- Name of the individual involved (where applicable)
- Name of the Contractor/Sub-Contractor
- Date and time of warning
- Basic details of warning
- Name and signature of the Site Facilities Project Engineer, or Safety Adviser issuing the warning

Note: *Where a WHL manager, or employee reports a health and safety issue involving a Contractor's employee to Site Facilities, or the S&E Department it shall be investigated and if appropriate a warning shall be issued as above.*

3. Health & Safety Disciplinary Report

- 3.1** On receipt of a health and safety warning notification the S&E Department shall assess the seriousness of the breach and where appropriate shall issue a Health and Safety Disciplinary Report (WA3732) to the individuals employer.

Copies of the report shall also be sent to:

- Main Contractor, if employee is a sub-contractor
- Commercial Purchasing

Note: *A history of minor warnings may result in the issuing of a WA3732 Health & Safety Disciplinary Report.*

- 3.2** Where an audit of a Contractor's/Sub-Contractor's activities has identified major failings in its health and safety management arrangements the S&E Department shall issue a WA3732 Health & Safety Disciplinary Report. Copies of the report shall be distributed as detailed in Para 3.1.

4. Review and Escalation Protocol

Notwithstanding the termination clauses outlined in the Westland Helicopters Commercial Business Terms and Conditions, the S&E Department shall hold a Disciplinary Report database and will advise whether further action is required in accordance with the following Protocol:

- Any report of gross misconduct could potentially result in an employee being banned from site, or a Contractor/Sub-Contractor losing its contract
- More than two WA3732 Disciplinary Reports for an individual within any twelve month period will result in a one month ban
- More than one, one month ban in any twelve month period will result in an individual being permanently banned from working on any WHL site
- Where a Contractor or Sub-Contractor receives more than two Disciplinary Reports about its health & safety management arrangements within a twelve month period it will be called to a formal disciplinary contract review
- Where a Contractor or Sub-Contractor has three of its employees banned within a twelve month period it will be called to a formal disciplinary contract review
- A Contractor or Sub-Contractor called to more than one disciplinary review in twelve months, or three in five years may lose its contract
- A Contractor is responsible for ensuring that it employs appropriate Sub-Contractors and shall therefore be affected by the disciplinary performance of Sub-Contractors it has specifically requested WHL approval for. Where a Sub-Contractor is requested to attend a disciplinary review the relevant Term Contractor shall be in attendance and shall have a management WA3732 Disciplinary Report registered against its contract.

5. Disciplinary Reviews

- 5.1** Disciplinary contract reviews will be attended by the: -

- Safety & Environment Officer and/or Employee Services Manager
- Site Facilities Manager, or their nominee
- Commercial Purchasing Manager, or their nominee
- Relevant Contractor's Senior Management representative(s)

- Where relevant, Sub-Contractor's Senior Management representatives(s)

5.2 Following a Disciplinary Review the S&E Department will issue Minutes and agreed actions. The Commercial Purchasing Department will write to the contractor registering the Disciplinary Review against the contract and providing a copy of the Minutes and agreed actions.

5.3 In the case of a Sub-Contractor, the S&E Department shall send the written warning.

6 Contract Cancellation

6.1 Where cancellation of a term contract is considered appropriate, it shall be undertaken by the Commercial Purchasing Department in accordance with WHL's existing Terms and Conditions.

6.2 In the case of a Sub-Contractor, the Sub-Contractor and relevant Term Contractor will be advised by the S&E Department that the Sub-Contractor has lost their Health and Safety approval and will no longer be able to undertake work for WHL.

6.3 All bans and contract cancellations shall be notified to GKN Aerospace Services (Structures) and Honeywell NGL.

Ref. No _____											
WESTLAND HELICOPTERS LTD CONTRACTOR CONTROL HEALTH & SAFETY DISCIPLINARY REPORT											
Section 1 – Health & Safety Non Conformance											
The following individual/company is hereby issued with a written warning in respect of their health & safety performance.											
Employee		Name									
Company		Name									
Details of Non-Conformance											
Date					Time				Location		
Description											
Continue on separate sheet in necessary											
Safety & Environment Officer		Signature				Date					
Copies to: Contractor, Sub-Contractor, WHL Commercial Purchasing Department											
Section 2 – Safety & Environment Department Disciplinary Review											
Previous Disciplinary Reports											
Contractor	Yes	No	Sub-Contractor	Yes	No	Employee	Yes	No			
Relevant Disciplinary Report Numbers											
Comments											
Further Action Required			Yes				No				
Written Warning	Yes	No	Contractor	Yes	No	Sub-Contractor	Yes	No	Employee	Yes	No
Employee to be banned		Yes	No	Commercial Purchasing Notified			Yes	No	Security Notified	Yes	No
Contract Review Required				Yes				No			
Outcome of Review											
Cancel Contract		Yes				No					
Safety & Environment Officer			Signature								

THIS REPORT TO BE HELD ON FILE FOR 5 YEARS

WA3732