

1. Purpose

To ensure that the planning and execution of work involving contractors complies with Sections 2, 3 and 4 of the Health & Safety at Work Act 1974, the Construction (Design and Management) Regulations 2007 (CDM 2007) and Regulation 9 of the Management of Health and Safety at Work Regulations 1999.

2. Operating Policy

The company discharges its obligations under the above legislation through the implementation of a programme comprising:

- Pre-qualification of contractors
- Contractor health & safety (H & S) site induction training
- A pre-job risk assessment procedure supported, where necessary, by a permit-to-work system
- A task/contractor audit and review procedure supported by a disciplinary system

3. General

This policy shall apply to all contractors brought onto the Yeovil site except those classed as temporary workers i.e. employed via an employment agency to fulfil work tasks alongside full time employees of the company e.g. working on a production line. Where the term 'contractor' is used in this policy it is deemed to include sub-contractors.

The health and safety risks associated with the activities of Site Facilities Maintenance operatives shall be managed in line with the general principles outlined for controlling contractors.

4. Responsibilities

4.1 Line Management shall:

- Ensure that before contractors are employed they have been approved by the Safety & Environment (S & E) department
- Employees controlling contractors have received appropriate training and been issued with a contractors stamp.
- Ensure that activities involving contractors are risk assessed. Low risk tasks shall be controlled in accordance with Appendix A of this document, significant risk in accordance with Appendix B.

Note 1: Contractor risk assessment form (WA3413) and permits to work, where appropriate, shall be raised for all significant risk tasks

Note 2: Routine significant risk activities may be covered by a form of generic assessment provided adequate communication between all relevant parties is maintained and where permits-to-work are required they are raised each time the activity is undertaken.

- Where a project falls under the control of the CDM Regulations, ensure that it is notified to the Health & Safety Executive (HSE), a CDM Co-ordinator and Principal Contractor are appointed and that a safety file is produced.
- Ensure all aspects of the contractor's performance of a task, including H & S are monitored and reviewed. Significant shortcomings are to be registered with the S & E department.
- Where contractors are undertaking tasks in their department, but not under their direct control, managers must ensure that a pre-job discussion has taken place, the contents of the risk assessment are understood and that the assessment form is signed at the start and finish of the task.

Note: For low risk tasks the requirements of Appendix A apply.

4.2 The Safety & Environment Department shall:

- In conjunction with Purchasing and Site Facilities, develop and maintain a list of approved contractors
- Undertake a pre-qualification health, safety and environmental assessment of all contractors utilising questionnaires and interviews etc., as deemed appropriate
- Control and issue contractors stamps
- Carry out periodic audits of the system including spot checks on contractors activities
- Carry out contractor induction training to supplement nationally approved training schemes and support Project Engineers in the delivery of such training
- Control the contractor H & S disciplinary system
- Provide H & S advice to project engineers and contractors in respect of risk assessment and suitability of control measures

4.3 Contractors shall:

- Ensure all employees and sub-contractors employees have completed an AgustaWestland Site induction and have completed a nationally approved training scheme such as CSCS where applicable (see Paras 5.2 and 5.4)
- Ensure only AgustaWestland approved sub-contractors are used
- Utilise contractor risk assessments in accordance with Appendices A and B and ensure they liaise with local management prior to commencement of work
- Ensure their employees and sub-contractors work in a safe manner at all times and that risk assessment control measures and relevant method statements are clearly understood and adhered to at all times
- Identify to local management situations where AgustaWestland staff are not adhering to agreed control measures
- Sign an AgustaWestland Conditions of Work on Site document WA1918 and return it to the S & E Department before commencing work. (WA1918 documents will be sent to the contractor by the Purchasing Department)
- Ensure that all sub-contractors receive and complete WA1918 and WA3589 documents

5. Contractor Training

5.1 Induction Training.

All Contractors shall complete an AgustaWestland Site induction. This training should be arranged through their site contact, Project Engineer or the S & E department.

Note: Where possible a minimum of 48 hours notice should be given.

5.2 Contractor External Safety Qualification.

- All term contractors and contractors routinely visiting the site (once a quarter or more) shall obtain a nationally approved health and safety training certificate such as that provided by Construction Skills Certification Scheme (CSCS), such a certificate can be obtained by passing a Health and Safety Test and by being qualified in an appropriate trade or profession, which usually means having an NVQ or SVQ certificate.
- The Construction Skills Certification Scheme (CSCS) card carries the individual's name and photograph, clearly outlines the fact that they have passed a Health and Safety Test, and lists their qualifications.
- Evidence of satisfactory completion of such courses must be provided to the S & E department and a site induction completed before Approved Contractor passes will be issued by the AgustaWestland Security department.

5.3 New employees of approved contractors must complete the AgustaWestland Site induction before entry onto the site. They must work with safety-qualified employees until they have successfully completed an appropriate safety training course. The maximum time on site prior to attending such a course is 6 weeks.

5.4 The employees of infrequently used contractors shall be invited to participate in the same type of nationally approved schemes but alternatively, may be controlled by the project engineer through induction and the contractor risk assessment procedure.

6. Contractors Stamps

Contractor's stamps shall be controlled by the S & E Department as follows:

- Stamps will be issued against an individual number for audit purposes
- A training package will be given to all personnel issued with a stamp
- Regular audits will be carried out on all stamp holders

N.B. Where agreed with the S & E Department an electronic version of the contractors stamp may be used.

7. Disciplinary Procedures

The disciplinary process employed in respect of health and safety misconduct by a contractor's, or sub-contractor's, employee is detailed in AgustaWestland Safety Instruction No33. This instruction also supports AgustaWestland's contractor health and safety monitoring programme and shall be used where auditing identifies major failings in a contractor's, or sub-contractor's, health and safety management arrangements.

8. Records

8.1 The Safety & Environment Department shall keep the following records:

- A list of approved stamp holders
- A list of approved contractors
- Results of contractor H & S assessments
- Audit reports
- Contractor H&S induction training information
- Disciplinary reports

All such records shall be kept for a minimum of 5 years after the termination of a contract.

8.2 The Site Facilities department shall keep the safety files for all CDM projects for the life of the relevant building.

8.3 Project engineers and contractors shall keep copies of any permits-to-work raised by them for a period of 3 months, with the exception of hot work permits which shall be retained for a minimum of 12 months.

8.4 Project engineers shall keep completed WA3413 risk assessment forms, for all work carried out on behalf of AgustaWestland for a period of at least 3 months. These forms will be subject to review by the S & E department as part of its audit programme.

LOW RISK TASKS

PROJECT ENGINEER
DECIDES LOW RISK
TASK

PROJECT ENGINEER ASSESSMENT		CONTRACTORS ASSESSMENT	
LOW RISK	<input checked="" type="checkbox"/>	LOW RISK	<input type="checkbox"/>
SIGNIFICANT RISK	<input type="checkbox"/>	SIGNIFICANT RISK	<input type="checkbox"/>
HIGH RISK DEPARTMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
RESPONSIBLE PERSON SIGNATURE			
..... DATE			
001			

CONTRACTOR VISITS THE LOCATION AND
MAKES CONTACT WITH THE INDIVIDUAL
REQUESTING THE WORK

AGREES THE RISK IS LOW

DISAGREES THE RISK IS
LOW

IF THE HIGH RISK
DEPARTMENT BOX IS
TICKED A RESPONSIBLE
PERSON SIGNATURE *
MUST BE OBTAINED
BEFORE
COMMENCEMENT OF
TASK

TICKS HIGH RISK BOX AND
RETURNS TO THE
PROJECT ENGINEER TO
COMPLETE THE FULL
CONTRACTORS RISK
ASSESSMENT FORM
(WA3413) IN ACCORDANCE
WITH APPENDIX B

CONTRACTOR COMPLETES
TASK

* Responsible person is normally the manager, or supervisor of the area where the work is being carries out

SIGNIFICANT RISK TASKS

PROJECT ENGINEER DECIDES
SIGNIFICANT RISK TASK

PROJECT ENGINEER ASSESSMENT		CONTRACTORS ASSESSMENT	
LOW RISK		LOW RISK	
SIGNIFICANT RISK	✓	SIGNIFICANT RISK	✓
HIGH RISK DEPARTMENT	YES	NO	
RESPONSIBLE PERSON SIGNATURE			
.....DATE.....			
001			

ENGINEER/CONTRACTOR AND LOCAL
MANAGEMENT COMPLETE CONTRACTORS
RISK ASSESSMENT FORM (WA3413) AND
AGREE APPROPRIATE CONTROL MEASURES
RAISING SPECIFIC PERMITS IF REQUIRED

COMPLETE TASK IN ACCORDANCE WITH
METHOD STATEMENT AND THE AGREED
CONTROL MEASURES

CONTRACTORS RISK ASSESSMENT FORM SIGNED
OFF BY CONTRACTOR, LOCAL MANAGEMENT AND
PROJECT ENGINEER

ORIGINAL FORM TO BE HELD ON FILE BY PROJECT
ENGINEER FOR A MINIMUM OF 3 MONTHS

NB: Additional copies may be held by the contractor
where deemed necessary

PART 1 INFORMATION TO BE SUPPLIED BY THE CONTRACTOR

Brief description of work involved and location

To be carried out on Date Time To Date Time

Contractor Tel No

Sub-Contractor

Pre job discussion held with Manager/Supervisor of department YES NO

Name of Manager Date

1a Hazardous conditions associated with the work involved (tick circle)

Roof working Working at Height > 2m < 4m > 4m Excavation/Demolition Entry into ductwork Noise

Confined spaces Electrical sub station Isolation of services Weather Environmental Pollution Other

Further details

1b Work Equipment (tick circle)

Ladders Scaffolds MEWPs Crane(s) Other lifting equipment Welding Equipment

Grinding Equipment Pneumatic drills Machinery Portable Electrical Equipment Other

Further details

1c Materials/Substances Material Safety data Sheets to be supplied (tick circle)

Solvents Adhesives Flammable liquids Compressed gases LPG Epoxy materials

Corrosives e.g. acid,alkali Substances known to give off irritating fumes/vapours/dust Other

Further details

PART 2 INFORMATION TO BE SUPPLIED BY THE COMPANY SITE NOMINEE

Hazardous conditions associated with the site/workplace/working environment (tick circle)

Fragile Roof Areas Fumes/Gases Hazardous Substances Vehicles Automated Plant & Equipment

Confined Spaces Other Workmen in the Same Area Noise Radiation Asbestos Aircraft Other

Further details

PART 3 SUMMARY OF SIGNIFICANT RISKS Potential injury / ill health / loss if appropriate do detailed risk assessment

HIGH RISK = MAJOR INJURY OR DEATH **MEDIUM RISK** = UP TO 3 DAYS AND OVER INJURY

PART 4 PRECAUTIONS AND CONTROL MEASURES by joint discussion/agreement attach any additional information

Is a written system of work or method statement required? YES NO If yes give details below or attached copies

Is a Permit to Work required? YES NO If yes indicate type Electrical (HV) Hot work

Confined spaces Working at Height Excavation Isolation

Is compliance with a Westland Safety Instruction required? YES NO If yes indicate which Roof Work (SI31) MEWP (SI32)

Is any PPE required? YES NO

Are specific environmental protection measures required? YES NO (If YES give details below or include in Method Statement)

Control Measures (List)

PART 5 ACKNOWLEDGEMENT (Ensure all signatures are obtained before commencement of task)

The above parts of the form have been completed, discussed & agreed. The required precautions will be carried out and all personnel involved have/will have the necessary information, instruction, training & supervision to enable the work to be carried out properly & safely. Part 6 to be signed on satisfactory completion of the task

DEPT REPRESENTATIVE SIG DATE	CONTRACTORS/SUB CONTRACTORS SIG DATE	PROJECT ENGINEER SIG DATE
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PART 6 TASK COMPLETION (Ensure all signatures are obtained before returning form)

CONTRACTORS SIG DATE	DEPT REPRESENTATIVE SIG DATE	PROJECT ENGINEER SIG DATE
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