



**Contractor Safety Management**

July 2006

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**Contractor Safety Management**

**Tim Deakin**

*Manager Group Occupational Health and Safety  
Jaguar and Land Rover*

**Kevin Kingston**

*Manager Safety and Ergonomics Ford of Britain*

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**Contractor Safety Management**

**What is a contractor?**

We define a contractor as.....

“ any individual or business, (other than direct employees or those personnel who are non employees, but come under the direct control of Company supervision e.g. agency recruited staffs, either hourly or staff), that are engaged by the Company to carry out work.”

“A contractor may be either resident on site, or visit a site on either a regular or occasional basis.”

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**Contractor Safety Management**  
Should we be concerned about contractors.....



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**Contractor Safety Management**

Contractors engaged are not just involved in construction.....

*Examples from our industry:*

- Logistics and sequencing parts
- Security
- Vehicle Delivery
- Catering
- Cleaning Services
- Statutory Inspections

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**Contractor Safety Management**

Contractors.....the rationale for use...

- Global Competiveness
  - Sustainable plants, lean and competitive
  - Re evaluation of core activities
  - Expertise and competent skills

Outsource the competency..... not the risk

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**Contractor Safety Management**

When using contractors, consideration needs to be given to...

- Selection and Competency
- Access and Induction
- Equipment and Standards
- Site management and supervision
- Subcontractors
- Monitoring and Auditing
- Post contractor review and reselection

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**Contractor Safety Management**

Learning points from our experiences confirm you need to have.....

- Linkage with Purchase to have robust selection criteria and processes
- Responsible Engineers to control activities
- Pre tender and Pre Selection discussion
- Pre start up discussions and inductions
- Robust documentation –
  - Risk Assessments/Method Statements
- Access Control
- Sound auditing processes during job, with appropriate follow up strategies
- Post Contract Reviews

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**Contractor Safety Management**

Yes, we have a method statement!



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## So what did we develop?

- Opportunities for improvement implemented at the lead plant were shared with other UK facilities
- Development of a formal UK procedure was included as a supplement to the existing Global standard
- UK facilities and stakeholders "bought into" the supplement
- Supplementary checklist forms for nomination of coordinators and representatives, pre start confirmation and evaluation were developed and included in the procedure
- Bespoke training was delivered for Ford representatives

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## Distinct Contract Phases

- Pre-tender – selection
- Award of contract
- Active contract
- Post-contract – evaluation

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## Pre-tender – selection

- Tender package
  - References
  - Policy
  - Performance / Prosecutions
  - H&S Management
- Purchase order conditions
  - H&S Competent advice source
  - Competency of employees
  - Appointment of sub contractors
  - Risks associated with procedures, equipment and materials
- Transport and vehicle conditions
  - FLT's, MEWP's Driver requirements etc

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## Award of contract

- Confirmation health & safety arrangements in place
- Access control – vehicles and personnel
  - Vehicle passes
  - Personal ID
- H&S Inductions – employees and sub contractors
- Nomination / Appointment of:
  - Ford Representative
  - Project Co-ordinator
  - H&S Co-ordinator
  - Contractor Representatives

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## Active contract

- Pre start up checks – *Health, Safety, Toxicology, Occupational Hygiene, Environment, Fire, Security, Equipment and Tools*
- Risk assessments
- Method statements
- Communication
- Routine monitoring
- Interface to Ford and other contractors
- Site rules, violations and sanctions

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## Post-contract – evaluation

- Periodic – Frequency determined by risk
- Project completion – all contractors
- Evaluation ratings
  - Red – Prohibition
  - Amber – Improvement
  - Green – Adequate control
- Feedback to contractor
- Communication to EU Contractor Safety Management Group
- Communication to EU Purchasing
- Impact upon future contract tendering / order placement / current fixed term contract drawdown

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## Evolution

- Feedback from Ford Rep training delegates
- Stakeholder views FAQ's, field testing
- Resource evaluation
- Value added challenge
- Electronic forms and communication
- PDCA continuous improvement

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## Conclusion

Thank You.

Any Questions?

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