

Management and Control of Contractors Procedure

1. PURPOSE

The purpose of this Procedure is to detail how Contractor work will be controlled on the University of Ulster campuses.

This procedure has been prepared to help contractors and their employees to work safely, and to prevent accidents and injuries to them and to University staff and students.

2. SCOPE

This procedure applies from 1st xxx 20xx and provides a framework to manage and control the work carried out by contractors for the University on all of its campuses..

3. DEFINITIONS

University Responsible Person	<p>Person nominated by the University of Ulster to manage the activities of the contractor whilst working on the University's campuses.</p> <p>This is the member of staff who has personal responsibility for co-ordinating the job, normally the person who has initiated the purchase order.</p>
Contractor	<p>Company or person employed by the University of Ulster primarily for maintenance, repairs, installation, construction, demolition and many other jobs which are routine on campus. This excludes collections and deliveries and persons servicing and stocking their company's stand alone equipment.</p>

Permit	<p>A permit to work is a formal document used when working in hazardous and other conditions. The permit to work will identify the hazards, specify control measures. The following Permits are available</p> <ul style="list-style-type: none"> • General • HV Electrical • LV Electrical isolation / re-energisation • Mechanical Isolation and restoration • Fuel gas Isolation and restoration • Work at Height • Hot Work • Demolition • Excavation • Asbestos • Hazardous work • Confined Space Entry • Fire Alarm System Impairment
Contractor Supervisor	<p>An employee of the Contractor who is managing the activities on behalf of the Contractor and interfacing with the University Responsible Person. This is the person with direct supervisory responsibility for the job and the operatives carrying out the contract work.</p>

4. RESPONSIBILITIES

- 4.1. **The Vice Chancellor** has ultimate responsibility to ensure that the University of Ulster complies with all statutory health and safety requirements. He may share this responsibility with
- 4.2. **Deans, Directors, Heads of Schools and Departments and Research Institute Directors** are responsible for ensuring that work carried out for them by contractors is controlled and carried out safely, they may choose to delegate the local implementation of this.
- 4.3. **Supervisors** are responsible for statutory compliance in their area of responsibility.
- 4.4. **All Staff** have a duty to take reasonable care of their own safety and the safety of others who may be affected by their work. They also have a duty to comply with the University's arrangements for health and safety.

4.5. University Responsible Person

The University Responsible Person is responsible for;

- Manage the contractor activity on site to ensure it complies with the University's procedures.
- Explaining the University's Health and Safety Arrangements (showing them applicable procedures, permit system, health and safety policy statement and making sure they understand and will act in accordance with it).
- Ensuring that all contractors working on a job or project under their control have received University and Project / Job Induction.
- Monitoring contractor performance.
- Ensuring that the Contractor has supplied the documentation required by this procedure before work commences.
- Ensuring the Contractor is made aware of any hazards associated with the work he is undertaking in accordance with legislative requirements and that University risk assessments are made available to the contractor.
- Reviewing and agreeing the contractor risk assessments and method statements for the works to be undertaken and the preventative and protective controls which will apply.
- Ensuring co-operation and co-ordination between all parties involved in the contract.
- Verifying the Contractor has a process in place to ensure that contractor employees who are required to operate specialised equipment are licensed or authorised to do so. (e.g. drive FLT, operate a mobile platform, drive a dump truck, etc)
- Reviewing contractor maintenance & inspection records as required.
- Issuing a General Permit to Work. In addition, if the work has any additional risks associated, then the University Responsible Person must liaise with PRD to initiate any special Permits required for the execution of the works. (e.g. Permit to Work, Excavation Permit, etc)
- Ensuring that works are carried out in accordance with the University procedure for ensuring that maintenance and construction activities are co-ordinated with teaching activities, examinations, meetings and conference events.
- Giving notice to relevant parties as to the works to be carried out. These parties could include but may not be limited to PRD senior management, University Security, University Telecoms, University Information Services (IT) Department, University Conference Office, University Canteen Service, University Residences, University Fire Officer and any other faculty or support department which could be concerned with the work.
- In the event that an electrical or other building service shutdown is necessary the impact is to be minimised by adequate planning and implementation of mitigating and precautionary measures.
- For an electrical isolation (single circuit etc) at least 24 hours notice must be given to the relevant University estates officer electrical.

- Consideration must be given to the isolation of critical building safety system circuits and this should be documented in the works risk assessment. Emergency lighting, fire alarm, lifts, security and access systems, refuge systems etc must be maintained or special measures must be put in place.
- Reviewing risk assessments and method statements for the work prepared by the contractor (or their representative) prior to the permit being issued.

5. PROCEDURE

5.1 *Permits to work*

- 5.1.1 If the University Responsible person is a member of staff of the Physical Resources Department he/she should have available to them a General Permit to Work triplicate book (normally held in the PRD Administration Office on each campus). If the University Responsible person is not a member of staff of the Physical Resources Department he/she should use the General Permit (Appendix A).
- 5.1.2 The contractor must not work without a permit and it is their responsibility to provide adequate notice to the University Responsible Person for the permit to be prepared and signed off prior to works commencement. The permit should be prepared by the University Responsible Person with the Contractor's Supervisor in attendance.
- 5.1.3 For distinct (one-off project) contract works the permit shall be drafted for the period of the works which shall last no more than 1 year without a new permit being raised.
- 5.1.4 For Fixed Term Maintenance Contracts; a general permit shall be raised for the contractor each year at the annual renewal date. It should be made clear to the contractor that the scope of their works during the year is limited by the general permit and that any works or hazards beyond those indicated would require a separate general permit to be raised.
- 5.1.5 If special hazards are identified from the checklist on the general permit and where there is a special hazard, a separate special hazard permit must be raised. If the University Responsible person is not a member of staff of the Physical Resources Department he/she should make contact the area's Technical Services Manager.
- 5.1.6 Once all entries have been made, the general permit should be signed by the University Responsible Person and the Contractor's Supervisor. (Within Physical Resources Department one copy of the permit should be issued to the contractor, the second copy should be retained by the permit issuer, and the final copy held in the triplicate book as a permanent record.) Providing all special hazard permits have been completed, the contractor is free to commence working to the agreed programme.

- 5.1.7 At all times while works are ongoing, the Contractor's Supervisor should keep a copy of the permit at the workplace. This need not be on display but must be available for production on the request of a University representative.
- 5.1.8 If the contractor's general permit is lost then he must contact the University Responsible Person and request a certified copy.
- 5.1.9 When the works have been completed and the works area returned to a clean and safe condition, the contractor should sign off all copies of the permit.

5.2 Induction and Training

5.2.1 Induction

Contractor personnel will be inducted to the University and Project / Job before the work commences.

Personnel who have previously received a University induction but have not worked on the University for more than 12 months should be re-inducted.

For jobs of short duration (four hours or less) the University Responsible Person has the option of;

- Giving only the Job Induction but with full supervision or,
- Where the level of risk is such that a full induction is warranted ensure that the full University and Job Induction is given.

5.2.2 Job or Project Induction (Work site)

For each Project or Job to be carried out by contractors, the University Responsible Person will provide Project / Job Induction training to all contractor employees who will be involved in the work.

5.3 Arrangements prior to commencement of work

5.3.1 Documentation requirements

Before work commences on the University the University Responsible person will ensure that the Contractor carrying out the work has provided the following documentation;

- A Project or Job Risk Assessment
- A Method Statement (if applicable)
- A Project or Job Plan or minutes from a pre-start meeting
- The Material Data Sheets (MSDS sheets) for any substances which will be used or stored on site for the purposes of the contract.

5.4 Control of site activity

5.4.1 Supervision

The provision of site supervision is the responsibility of the contractor.

- The University Responsible person should make contact with the Contractor's Site Supervisor at least once per day to check on progress, etc.
- The Contractor's Site Supervisor should inform security immediately of any incidents that occur on site.

Events, which should be reported, are;

- a) Any Accidents involving injury
- b) Pollution of the environment, whether or not effectively contained, and
- c) Damage to University plant or equipment.

In all cases, he must inform the University Responsible Person at the first available opportunity.

- The Contractor's Site Supervisor must contact the University Responsible Person promptly for the resolution of any technical queries arising during the unsupervised work, if failure to do so would result in slippage to the installation plan.

If the University Responsible person has any concerns regarding, for example, the competence of a new and hence untried Contractor, he may decide that full-time site presence is required.

When work is to be carried out outside of the normal University working hours at evening or weekends then the University Responsible Person is required to: -

- Inform Security that the Contractor will be working at a specific location between certain times and dates and the name of the Contractor's Site Supervisor. The University Responsible Person should also provide contact details for themselves.

5.4.2 Contractor site audits (EHS)

The University Responsible person will carry out site visits. Any issues noticed e.g. control measures not being used, poor segregation of work from passers-by etc. should be highlighted to the Contractor's Supervisor and these should be dealt with immediately.

6. REFERENCE DOCUMENTS

The Health and Safety at Work (Northern Ireland) Order (1978)

Appendix A

General Permit to Work

Project Title / Cost Code	Permit Authorisation Period (Must not exceed 1 year)
Campus	
Work area	
Description of Work	
University Services Affected	
University Responsible Person	
Contractor	Permit Valid From
Contractor Supervisor	Date / /
Contractor Employees	Time
	Permit Valid To
	Date / /
	Time

Special Hazard	Hazard Applicable to Job?	
High Voltage (>600V)	Yes/No	Permit no.
Low Voltage (<600V) Electrical Isolation & Re-energisation	Yes/No	Permit no.
Fuel Gas Service Isolation & Restoration	Yes/No	Permit no.
Mechanical Service Isolation & Restoration	Yes/No	Permit no.
Work at Height	Yes/No	Permit no.
Hot Work	Yes/No	Permit no.
Demolition	Yes/No	Permit no.
Excavation	Yes/No	Permit no.
Asbestos	Yes/No	Permit no.
Hazardous work	Yes/No	Permit no.
Confined Space Entry	Yes/No	Permit no.
Fire Alarm System Impairment	Yes/No	Permit no.

Contractor Employees and all sub-contractors have been through induction	Yes/No	
Risk assessment has been completed and reviewed	Yes/No	
BASIC PPE	Hard Hat required	Yes/No
Full PPE Requirements Must be identified in the Risk assessment	Safety Glasses required	Yes/No
	Hi-Vis Vest required	Yes/No
	Hearing Protection required	Yes/No
	Safety Footwear required	Yes/No
Additional Comments		

Authorisation Signatures	
University Responsible Person	
Signed _____	Date _____
Contractor Supervisor	
Signed _____	Date _____
Permit Cancellation Signature	
I certify that I have withdrawn my personnel and have left the work area in a clean and safe condition	
Contractor Supervisor	Signed _____ Date _____