

Contractor Safety Administration

Manage Your Contractors

Introduction

With the knowledge and abilities gained from this highly engaging Course N Carry Contractor Safety Administration training event, you will be able to confidently select and oversee contractors, guaranteeing the best possible health and safety performance.

There is never a larger risk to your company than when you outsource work without proper validation, thus it is crucial that you have all the safeguards in place to make sure this process is properly handled.

To make sure that their work does not have an expensively detrimental effect on your organisation, contractors need to be informed, evaluated, and closely watched. It is imperative that a contractor's performance aligns with their declared goals; otherwise, the declarations and supporting documentation included in a successfully completed tender are worthless, endangering the reputation of your company.

In order to guarantee that you get the best possible performance with the least amount of risk, this Contractor Safety Management training course will help you become more adept at evaluating your contractors critically at every stage of a project.

This training session will emphasise:

- Essential Elements of a Successful Contractor Management System
- The Value of Coordinating, Cooperating, and Communicating
- Strategies for Increasing Contractor Performance
- How to Complete Insightful and Successful Performance Tracking
- The Benefits to Business Visibly

Objectives

This contractor safety administration training course aims to provide you with the in-depth knowledge and proficiency needed to manage contractors in a safe manner. The following are the five main goals of this training programme for Contractor Safety Administration:

- Choosing and arranging contractors: workable plans and procedures
- Creating the HSE Project Plan, documentation, and project interface agreements
- Overseeing the daily compliance of contractors with the HSE Project Plan
- Monitoring: maintaining tabs on the performance of the contractor
- Assessing and gaining knowledge about contractor management and determining areas for improvement
- By the time this training session ends, you will understand how to:
 - How to Choose Contractors and Prepare Projects
 - How to Define Documentation and Agreements for Clients and Contractors
 - How to Create an HSE Project Plan for a Client or Contractor
 - How to Daily Oversee the Operations of Contractors
 - How to keep an eye on a contractor's performance, evaluate it, and make adjustments

Training Methodology

Through engaging interactive approaches and motivating presentation tools delivered in a fun, engaging, and vibrant manner, delegates will learn by active involvement. In relation to the operational activities of their own organisation, delegates will engage in open discussion forums, typical case studies, and hands-on team exercises.

Organizational impacts

An organisation can efficiently manage risks and safeguard its reputation and profile by effectively managing the performance of its contractors.

The effect on the organisation will be:

- Employees' ability to evaluate and certify contractors
- Enhanced performance and control for contractors
- Getting the most out of your outsourced job budget
- The staff members' professional growth
- A decrease in incidence and losses
- A better standing as a pioneer in health and safety

Personal Impact

Participants in the training course will gain the ability to use a range of tried-and-true management strategies along with interpersonal skills to evaluate, validate, and oversee contractors in an efficient manner.

The effect on oneself will be:

- Being aware of the essential elements of a contractor validation system
- Acquiring expertise and boosting self-assurance in assessing contractors
- Acquiring knowledge on contractor management system implementation

- Recognising and assessing the fundamental components of an effective contractor management system
- Enhanced expertise in assessing the health and safety performance of contractors
- Recognising the advantages of effectively managing contractors

Who should attend?

A wide range of professionals can benefit from this Course N Carry training course, but the following are particularly noteworthy:

- Every team leader, supervisor, and line manager
- Supervisors of Projects
- Managers of Supply Chain and Procurement
- Engineers and Maintenance Staff
- Managers and Auditors of HSE
- Representatives of Employees
- Every Individual Involved in the Selection or Screening of Contractors

Course Outline

Day 1

Planning the Project and Choosing the Contractors

- Why Make Use of Contractors?
- Invitation to Tender and Contractor Assessment Procedure
- Risk assessment and hazard identification for projects and/or work tasks
- Determining Important Contractual Terms for Clients and Contractors
- Pre-Project Start HSE Meeting with Client

Day 2

Interface between Client and Contractor - HSE Project Plan

- Establishing, Deciding Upon, and Recording Client and Contractor Accountabilities
- The creation of the client/contractor HSE project plan
- Deciding on the Client/Contractor Shared Activity Scope
- Creating an Interface Matrix for HSE Clients and Contractors
- Make Audit Checklists and Active Performance Monitoring

Day 3

Overseeing Contractor Security at the Worksite

- Awareness of Contractor Sites, Training, and Competency Plans
- Procedures for Reporting and Investigating Incidents by Contractors
- Plans for Client/Contractor Emergency Preparedness
- Conducting Planned and Random HSE Site Inspections of Contractor Activities
- Joint HSE and Project Meetings with Clients and Contractors

Day 4

Keeping an eye on Contractor Performance

- Evaluating the Degree of Supervision Required to Manage Contractor
- Evaluation of the Project and/or Work Tasks: Are They Being Completed According to Plan?
- Auditing Contractor Compliance in accordance with the HSE Project Plan?
- Assessing and Documenting the Contractor's Total Safety Effectiveness
- Are You Sure There Have Been Any Personnel Changes?

Day 5

Contractor Evaluation and Takeaways for Enhancements

- Examine the Contractor's Work Tasks and/or Project Performance
- How successful was the work task planning and/or project?
- How Effective Was the Contractor's Work?
- In general, how did the job go?
- Keep a record of the lessons learned and make the necessary adjustments.
- Key Point Synopsis of Subject Matter