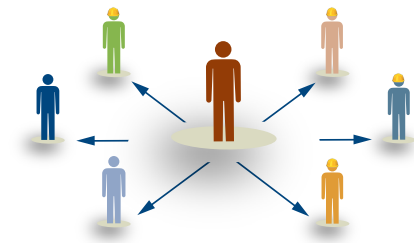


## Contractor Management and Purchasing



**Contractors play a significant role in safety and health management at facilities whether there are contract miners or contractors performing project work.** They often face very similar, if not more significant, risk than do company employees. If contractors do not receive the appropriate instruction and direction to work safely, they can introduce new hazards to the workplace that put themselves and

company workers at risk.

### Contractor Management and Purchasing is the process of:

- Ensuring all company-sponsored project proposals include safety and health management criteria or requirements.
- Pre-screening contractors for acceptable safety and health management experience, qualifications and procedures.
- Ensuring all contractors and third parties are aware of your organization’s safety and health management requirements and expectations

### How it works

**Selection and bidding:** Contractor selection should be conducted using a screening process to ensure adequate safety and health management competencies and experience. Contractors should know the company’s safety and health management requirements in the bidding process.

**Orientation and training:** Once selected, contractors, vendors and visitors should be provided adequate orientation and any ancillary training necessary to understand site rules, safe work and emergency procedures, communication protocols or other site requirements.

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**Enforcement:** Company employees should be authorized to question the safety practices and behaviors of any contractor or other third party working on site.

**Procurement policy:** In addition, companies should develop a safe procurement policy in which purchases of fixed or mobile equipment include coordination with the vendor to ensure the equipment comes engineered with all necessary safety features and controls, e.g., noise control on stationary motors and pumps, maintenance access points on mobile equipment, diesel exhaust controls, etc.

### Flow of the Process

- Ensure all company-sponsored project proposals and/or requests for proposals include safety and health management criteria or requirements.
- Pre-screen all operational and project contractors for acceptable S&H management experience and qualifications.
- Ensure contractors notify the company of the introduction of tools, equipment, materials, chemicals or work processes that could be a risk to contractors and/or company personnel.
- Ensure all contractors and third parties are aware of S&H management requirements and expectations including emergency response plans and reporting obligations.
- Integrate a safe procurement process into the company's risk management function, e.g., Module 4 Fatality Prevention / Risk Management.

## Workbook Materials For Module 20

### Request for Proposals - Safety & Health Provisions

Responsible Department: \_\_\_\_\_

Contract Administrator: \_\_\_\_\_

Review Committee:

Procurement: \_\_\_\_\_

Health & Safety: \_\_\_\_\_

Operations: \_\_\_\_\_

Engineering: \_\_\_\_\_

Corporate: \_\_\_\_\_

Final Sign Off: \_\_\_\_\_

#### **Safety and Health Information to Provide Prospective Bidders:**

All RFP's should supply prospective contractors the regulatory and company standards to which they will be required to comply while on site.

Scope of Work – Requirements:

SOW Statement: \_\_\_\_\_

Inherent Hazards of the Job: \_\_\_\_\_

Inherent Hazards of the Environment: \_\_\_\_\_

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Regulatory Requirements:

Governing Agencies: \_\_\_\_\_

\_\_\_\_\_

Contractor I.D.: \_\_\_\_\_

\_\_\_\_\_

Certifications: \_\_\_\_\_

\_\_\_\_\_

Training: \_\_\_\_\_

\_\_\_\_\_

Compliance Areas: \_\_\_\_\_

\_\_\_\_\_

Company Requirements:

Contractor I.D.: \_\_\_\_\_

\_\_\_\_\_

Certifications: \_\_\_\_\_

\_\_\_\_\_

Training: \_\_\_\_\_

\_\_\_\_\_

Site H&S Policies: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

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### **Safety and Health Information to Request from Prospective Bidders:**

A contractor's H&S programs and compliance should weigh heavily in the evaluation and award process. In responding to a RFP, bidders should be expected to provide at a minimum.

Regulatory Compliance:

Contractor I.D.: \_\_\_\_\_  
\_\_\_\_\_

Certifications: \_\_\_\_\_  
\_\_\_\_\_

Training Completed: \_\_\_\_\_  
\_\_\_\_\_

RFP Standard/Policy Compliance:

Contractor I.D.: \_\_\_\_\_  
\_\_\_\_\_

Certifications: \_\_\_\_\_  
\_\_\_\_\_

Training: \_\_\_\_\_  
\_\_\_\_\_

Site H&S Policies: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Company Safety and Health Plans:

Training: \_\_\_\_\_  
\_\_\_\_\_

Hazard Identification & Risk Assessments Procedures: \_\_\_\_\_  
\_\_\_\_\_

Safety & Health Management Programs: \_\_\_\_\_  
\_\_\_\_\_

Worksite Inspection Practices: \_\_\_\_\_

Environmental Management: \_\_\_\_\_

MODULE  


Community Relations: \_\_\_\_\_  
\_\_\_\_\_

Injury and Incident Statistics: \_\_\_\_\_  
\_\_\_\_\_

RFP Project Specific:

High Level Risk Assessment: \_\_\_\_\_  
\_\_\_\_\_

Work Methodology Statement: \_\_\_\_\_  
\_\_\_\_\_

Health & Safety Management Plan: \_\_\_\_\_  
\_\_\_\_\_

Equipment and Tools Required: \_\_\_\_\_  
\_\_\_\_\_

PPE Requirements: \_\_\_\_\_  
\_\_\_\_\_

Contractor Personnel:

Administrator: \_\_\_\_\_

Responsible for H&S: \_\_\_\_\_

Site Supervision: \_\_\_\_\_

## Post-Award – Health & Safety Planning & Considerations

### Pre-Commencement and Mobilization

#### Authorized Personnel:

Supervisors: \_\_\_\_\_

Workforce: \_\_\_\_\_

#### Site Entry Requirements:

Employee Clearances: \_\_\_\_\_

\_\_\_\_\_

Training, Certifications, Licenses: \_\_\_\_\_

By Regulation: \_\_\_\_\_

By Company Standard: \_\_\_\_\_

#### Final Risk Assessments:

Identified Risks/Hazards: \_\_\_\_\_

Risk Ranking: \_\_\_\_\_

Persons Exposed: \_\_\_\_\_

\_\_\_\_\_

Mitigating Controls: \_\_\_\_\_

\_\_\_\_\_

#### Administrative Controls:

Safe Job Procedures: \_\_\_\_\_

\_\_\_\_\_

Work Place Inspections: \_\_\_\_\_

\_\_\_\_\_

Work Permits: \_\_\_\_\_

\_\_\_\_\_

Residual Risk after Controls: \_\_\_\_\_

Audit Process: \_\_\_\_\_

\_\_\_\_\_

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Equipment and Materials for the Job: \_\_\_\_\_  
\_\_\_\_\_

Site Personnel Exposure to Risk: \_\_\_\_\_  
\_\_\_\_\_

Licenses/Permits Required: \_\_\_\_\_  
\_\_\_\_\_

Safeguards Required by Site: \_\_\_\_\_  
\_\_\_\_\_

Inspections and Reports: \_\_\_\_\_  
\_\_\_\_\_

Site Communication and Emergency Notice Procedures: \_\_\_\_\_  
\_\_\_\_\_

Kick Off Meeting:

Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

Company: \_\_\_\_\_

Contractor: \_\_\_\_\_

Agenda: \_\_\_\_\_  
\_\_\_\_\_

**Contractor Safety & Health Management**

Workplace Inspections:

As Provided by Contractor:

Daily Task Inspections: \_\_\_\_\_

Equipment Pre-Ops: \_\_\_\_\_

Contractor/Company Cooperative:

Contractor Representative: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Schedule/Frequency: \_\_\_\_\_

Contractor Management and Purchasing



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Contractor Auditing: (certify conformance with Health & Safety management plans)

Company Team: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Team: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audit Subjects: \_\_\_\_\_  
\_\_\_\_\_

Audit Schedule: \_\_\_\_\_

Contractor Reporting to the Health and Safety Responsible Person:

New Employees: \_\_\_\_\_

Training Updates: \_\_\_\_\_

Change of Equipment or Materials: \_\_\_\_\_

Accidents and Near Misses: \_\_\_\_\_

Revisions to Hazards and Risk: \_\_\_\_\_

Changes to Risk Assessment: \_\_\_\_\_

Daily and Workplace Inspection Reports: \_\_\_\_\_

Contractor Meetings:

Contractor H&S Representative: \_\_\_\_\_

Company H&S Representative: \_\_\_\_\_

Meeting Schedule: \_\_\_\_\_

Topics: \_\_\_\_\_