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.
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: ________________________________
Regulatory Requirements:
  Governing Agencies: ____________________________________________
  ____________________________________________
  ____________________________________________
  Contractor I.D.: ________________________________________________
  ______________________________________________
  ______________________________________________
  Certifications: _________________________________________________
  ______________________________________________
  ______________________________________________
  Training: ______________________________________________________
  ______________________________________________
  ______________________________________________
  Compliance Areas: ______________________________________________

Company Requirements:
  Contractor I.D.: ______________________________________________
  ______________________________________________
  ______________________________________________
  Certifications: ________________________________________________
  ______________________________________________
  ______________________________________________
  Training: ______________________________________________________
  ______________________________________________
  ______________________________________________
  Site H&S Policies: ______________________________________________
  ______________________________________________
  ______________________________________________
  Other: ________________________________________________________
  ______________________________________________
  ______________________________________________
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: _________________________________________
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: _______________________________________________________
- ___________________________________________________________________
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
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: ___________________________________________________________________