

MANAGING CONTRACTORS

COURSE CONTENT OVERVIEW



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If you are in charge of health and safety in your workplace and your business regularly hires contractors, you need to know how to effectively manage their health and safety. This course will teach you how to do so: it covers how to plan, communicate, and supervise so you can appropriately control the risks posed during the contractors' work.

Module One - Introduction to Managing Contractors

This course provides an overview of how health and safety applies to the contractors that your business may hire. It explains why managing their safety is important and looks at case studies, which demonstrate the consequences of poor management.

- What is a contractor?
- Why managing contractors is important
- Case studies
- Consequences of poor management

Module Two - Legal Requirements

This module looks at the main pieces of health and safety legislation that apply to all workplaces and explains how they apply to contractors who work for your business. It also looks at other health and safety-related regulations that may apply to you, depending on the type of work your contractors carry out.

Health and safety legislation

- CDM Regulations
- COSHH and DSEAR
- Control of Asbestos
- Work at Height and LOLER
- Legal responsibilities

Module Three - Planning Contractor Work

This module explains the importance of properly planning contractors' work and assessing risks, so you and your contractors will be properly coordinated and aware of each other's hazards. It clarifies what information you should share with one another and offers advice for effectively select contractors.

- Planning the work
- Risk assessment
- Further safety procedures
- Permits to work
- Selecting contractors

Module Four - Management of Safety

This module discusses what you should do to ensure the continued safety of your contractors once the work starts. It looks at the importance of signing in and out procedures, assigning a site contact, supervising the work in reference to your original plan, and reviewing the work once it's completed.

- Signing in and out
- Site contact
- Monitoring the work
- Reviewing the work

Aims of the Training

By the end of this course, learners will be aware of:

- Why managing contractors is important.
- What the law requires of businesses who hire contractors and who is responsible for their health and safety.
- The various regulations that may apply to contractor work.
- How to effectively plan the work and properly assess the risks associated with it.
- How to communicate and coordinate with their contractors.
- What information they and their contractors should share with one another.
- Where they might need a permit to work.
- How to suitably select contractors.
- How to effectively supervise and review contractor work.