


<b>ESTATES SERVICES PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b>  CONTRACTORS INDUCTIONS/ AUTHORISATION H&S	ESP 02	Rev. 02	
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	Owner: T Tomlinson		

## 1.0 PURPOSE

This procedure defines how the Health & Safety (H&S) competency of University contractors is assessed before obtaining a contract or starting work with the University.

## 2.0 GENERAL

This document is aimed at Project Surveyors and Project Managers procuring contracts for construction work. H&S competency is a critical component of this work that will be monitored during the course of the contract in accordance with EPS 06 – Control of Contractors.

## 3.0 PROCEDURE

The person procuring the service will carry out a competency check based on the minimum requirements identified in Table 1 Selection Criteria on page 3 below and is extracted from HSE: “Use of Contractors a Joint Responsibility”, and this should be supplemented with specific notes and the final competency of the contractor will be indicated by the score from the table and your assessment from the interview notes.

### 3.1 Confirmation of H&S evidence prior to placing the contractor

- All evidence will be received and filed in the project file before a contract is placed

### 3.2 Monitoring H&S Compliance

- Any dates for review will be fixed at the start of the contract, e.g. membership of professional bodies, insurances and independent assessments also the person bringing the contractor onto site will carry out at least 1 visit to check H&S compliance, if the contractor is on site for longer than 1 week the Compliance Officer will take over this role on behalf of Estates Services.

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#	Score from 1 to 5 (5 being high)	1	2	3	4	5
1	What experience they have in the type of work you want done					
2	What qualifications and skills they have					
3	Their selection procedure for sub-contractors					
4	Their safety RAMS					
5	If they have any independent assessment of their competence. All employees must have 5-day CITB Site Management Safety Training Scheme Certification and CSCS Card.					
6	If they are members of a relevant trade or professional body					
	Whether they or their employees hold a CSCS in health and safety					

**Table 1 Selection Criteria**

## Relevant Documents:

ESP 03 – Contractor Inductions/Authorisations  
ESP 05 – Contractors Induction Pack  
ESP 06 – Control of Contractor  
HSE – Use of Contractors a Joint Responsibility

## Related Legislation

The Management of Health and Safety at Work Regulations 1999