



Arabian Institute For Training

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# Contractor Safety Management (Fast Track)

## INTRODUCTION

- This highly-interactive Contractor Safety Management training seminar will provide you with all the necessary skills and talents to successfully appoint a contractor and manage them with confidence to ensure their health and safety performance will be of the highest quality.
- Your organization is never more at risk than when you outsource work without validation. Therefore, you must have all the necessary checks and balances in place to ensure this process is well managed.
- Contractors must be informed, assessed, and monitored in various ways to ensure their performance does not have a costly negative impact on your business. The contractor's actual performance must match their stated intentions; otherwise, the statements and documents provided within any completed tender are meaningless, leaving your organization and its reputation at risk.
- This Contractor Safety Management training seminar will develop your ability to critically assess your contractors at all stages of a project to ensure you receive maximum performance with minimum risk.

## OBJECTIVES

- The objectives of this training program is to ensure you gain detailed information and competency for safely managing contractors.

This training course has five key objectives for Contractor Safety Management:

- Planning and selecting contractors – practical arrangements and methods
  - Establishing project interface agreements, documentation and HSE Project Plan
  - Managing contractors' compliance, with the HSE Project Plan, on a day-to-day basis
  - Monitoring – keeping track of contractor's performance
  - Reviewing and learning – contractor management, deciding what needs to be improved
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## WHO SHOULD ATTEND?

This training course is suitable for a wide range of professionals but will greatly benefit:

- All Line Managers, Supervisors, and Team Leaders
- Project Managers
- Procurement and Supply Chain Managers
- Engineers and Maintenance Personnel
- HSE Managers and Auditors
- Employee Representatives
- All Personnel Involved in selecting or vetting contractors

## Course Outline

### Project Planning & Selecting Contractors

- Why use Contractors?
- Tender Invitation and Contractor Evaluation Process
- Hazard Identification and Risk Assessment of Project and Work Tasks
- Establishing Key Client / Contractor Contractual Elements
- Client Pre-Project Start HSE Meeting
- Defining, Agreeing and Documenting Client / Contractor Responsibilities
- Establishing Client / Contractor HSE Project Plan Establishing Scope of Client / Contractor Shared Activities, Producing an HSE Client / Contractor Interface Matrix, Produce Active Performance Monitoring and Audit Checklists

### Managing Contractor Safety on Site and Monitoring Performance

- Contractor Site Awareness, Training and Competence Arrangements
- Contractor's Incident Reporting and Investigation Procedures
- Client / Contractor Emergency Preparedness Arrangements
- Carrying-out HSE Site Inspections of Contractor Activities – Random and Planned
- Joint Client / Contractor HSE and Project Meetings
- Assessing the Level of Supervision Needed to Oversee Contractor
- Appraisal of Project and Work Tasks - Are They Being Carried Out as Planned?
- Conducting Audit of Contractor's Compliance – As Set Out in HSE Project Plan?
- Measuring and Recording of Contractor's Overall Safety Performance
- Checking If There are any Changes in Personnel?

### Contractor Review and Lessons Learned for Improvements

- Review Project Performance and Work Tasks Carried out by Contractor
  - How Effective was the Project and Work Task Planning?
  - How Well Did the Contractor Perform?
  - How Did the Job Go Generally?
  - Record, The Lessons, Learned and Developed Appropriate Improvements
  - Key Point Summary of course Top
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