
Contractor/Sub Contractor Management Guidelines

Health & Safety
Office

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1. Introduction

This handbook aims to give practical guidance to ensure that SETU University are aware on how to comply with the contractor management aspects of the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), hereafter referred to as the Construction Regulations 2013.

2. Definitions

Contractor as per the Legislation: A contractor or an employer whose employees undertake, carry out or manage construction work, or a person who:
(i) carries out or manages construction work for a fixed or other sum, and
(ii) supplies materials, labour or both, whether the contractor's own labour or that of another, to carry out the work.

A contractor may be defined as any firm or individual providing or performing services for the University.

This includes:

- All building construction projects
- All building alteration, repair, conversion and renovation projects
- All mechanical and electrical services projects
- The installation, commissioning, maintenance and repair of computer and telecommunications equipment.
- The installation, commissioning, maintenance and repair of audio visual equipment.
- Any company or individual supplying stationary, office equipment etc.
- All works for the maintenance and upkeep of footpaths, roads and access routes.
- All works necessary for the maintenance and upkeep of the grounds including the playing pitches.
- The installation, commissioning, maintenance, alteration and repair of gas supply lines and peripheral equipment including gas monitoring and detection equipment.
- The installation, commissioning, maintenance, alteration and repair of fire alarm and intruder alarm systems.
- All work involved in the provision, maintenance and repair of the smoke vents.
- All works involved in the provision, maintenance and repair of lifts and associated equipment.
- All work involving the provision, maintenance and repair of departmental specific equipment e.g., workshops, labs, print rooms etc.
- Installation commissioning, alteration and repair of existing services such as electricity, circom, sewerage, drainage etc.,

Note:

The above is a non-exhaustive list of activities cover by this policy.

*Definition as per the
University Parent Safety Statement:*

Third parties not directly employed by the University but who provide services to the University including on site services such as security, cleaning, grounds maintenance, as well as maintenance services such electrical repairs, plumbing etc. Contractors may also provide construction services, installations services. Contractors can also provide health and safety related professional services.

3. Legislation

The following list outlines the statutory instruments related to the Construction Industry:

- Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2020 (S.I. No. 2 of 2020)
- Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2019 S.I. (No. 129 of 2019)
- Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)
- Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2013 (S.I. No. 182 of 2013).
- Safety, Health and Welfare at Work (Construction)(Amendment) (No. 2) Regulations 2012 (S.I. No. 481 of 2012)
- Safety, Health and Welfare at Work (General Application) (Amendment) (No. 3) Regulations 2016
- Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No.370 of 2016)
- Safety, Health and Welfare at Work (Carcinogens) (Amendment) Regulations 2019
- Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations 2015.
- Safety, Health and Welfare at Work (Construction)(Amendment) Regulations 2012 (S.I. No. 461 of 2012)
- Safety, Health and Welfare at Work Act 2005 (Commencement) Order 2012 (S.I. No. 446 of 2012)
- Safety Health and Welfare at Work (General Application) (Amendment) Regulations 2012 (S.I. No.445 of 2012)
- Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regulations 2010 (S.I. No. 589 of 2010)
- Safety, Health and Welfare at Work (Construction)(Amendment) Regulations 2010 (S.I. No. 523 of 2010)
- Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2010 (Artificial Optical | Radiation) (S.I. No. 176 of 2010)
- Safety, Health and Welfare at Work (Construction) (Amendment) (No. 2) Regulations. (S.I. No. 423 of 2008)
- Safety, Health and Welfare at Work (Construction)(Amendment) Regulations 2008 (S.I. No. 130 of 2008)
- Safety, Health and Welfare at Work Act 2005 (Repeals)(Commencement) Order 2007 (S.I. No. 300 of 2007)
- Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

- Safety, Health and Welfare at Work (Construction) Regulations 2006 (S.I. No. 504 of 2006)
- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2013 (S.I. No. 386 of 2013)
- Safety, Health and Welfare at Work (Control of Noise at Work) Regulations 2013 (S.I. No. 371 of 2013)
- Chemicals Act 2008 (No. 13 of 2008) and Chemicals (Amendment) Act 2010 (No 32 of 2010)
- Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001
- Safety, Health and Welfare at Work (Carcinogens) Regulations 2001

This is not an exhaustive list as certain aspects of the construction work may overlap with additional legislation. This is the most up to date list of legislation at the time of issue of this document. Please refer to www.hsa.ie for full list of legislation, regulations and associated codes of practice.

4. Pre-commencement on campus

Upon appointment of a successful contractor for a project the following must be provided to the University.

- Name of insurer
- Name of insurance brokers
- Policy no. and a copy of policy

If a specific contractor is used on a continual basis by the University, it is important that designated SETU Representative responsible for that contractor ensures that insurance details are valid at the time of scheduled works. Insurance policies are renewed on an annual basis and copies of new policies must be submitted by the contractor to the University.

5. Pre-commencement meetings

5.1 Commercial Meeting

The agenda is to be followed as per the Commercial Meeting pro-forma

5.2 Pre-Start Safety Meeting

The agenda is to be followed as per the Pre-Start Safety pro-forma

6. Duties of Persons in control of contractors/subcontractors

Each contractor/subcontractor/service provider on campus will be allocated to a SETU Representative

6.1 Duties - Pre-Start Stage

- Issue relevant sections of the Safety and Health plan (where applicable) and the University Safety Statement to the contractor/subcontractor well in advance of the works in order for the subcontractor to compile their safety documentation prior to commencing the works.
- Arrange a pre-start Health & Safety meeting with the contractor/subcontractor/service provider.
- Check and review the contractor/subcontractor's safety documentation (Company Safety Statement, **Site Specific Safety Statement** if provided, Method Statements & Risk Assessments) for legal compliance
- Informs the relevant person of elements to be added to the Safety and Health Plan or Project Specific Safety Statement.

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- Issue the University Online Safety Induction Registration Form to obtain the list of contractors/subcontractors workers due on campus and their training details
- Ensures that additional safety documentation is obtained in situations where the contractor is further subcontracting out elements of the work

6.2 Duties - Pre-Commencement of works on Campus

Persons in control of contractors/subcontractors

- Ensures contractor/subcontractor employees have the correct Safe Pass and CSCS card as relevant and only then are they registered for the SETU Online Safety Induction.
- Ensure contractor/subcontractor employees have completed the SETU Online Safety Induction.
- Ensuring that all plant and equipment is agreed and that persons operating have issued appropriate training records for same and appropriate certs for the plant/equipment where applicable.
- Ensure contractor/subcontractor employees have the appropriate PPE in line with the mandatory PPE to be worn on campus and then task specific PPE for specific types of work
- Ensure SWP (Safe Work Plan) is completed and signed off prior to commencement of works

6.3 Duties – Works on Campus

Persons in control of contractors/subcontractors/service providers must:

- Ensure the contractor/subcontractors safety documentation is kept up to date
- Ensure the contractor/subcontractor informs and provides copies any of the safety documentation updates to him/her (Persons in control of contractors). Subcontractors can do this via the main contractor.
- Ensures contractors/subcontractors communicate any updates in their safety documentation to their own employees.
- Ensures Contractors/subcontractors attend co-ordination meetings where required to do so by the SETU Representative.

Ensures that contractors/subcontractor/service provider employees are:

- Briefed on any relevant method statement
- Provided with/ensure that they are conducting relevant Toolbox Talks
- Familiar with and have completed a Safe Work Plan for all significant tasks
- Complying with the University Site Safety Rules
- Attending meetings as required.
- Complying with the agreed safe working method for the tasks/works

6.4 Duties – Monitoring on Campus

Ensures that the following has been completed:

- SETU Online Safety Induction Training
- Safe Pass & CSCS Training or other specific training (e.g. MEWP operator)
- SWP (Safe Work Plan)
- Method Statement
- Legally required inspections (for e.g. GA3s for inspection of ladders). For further info please see https://www.hsa.ie/eng/Publications_and_Forms/Forms/
- Safety Data Sheets (available where the contractor is using chemicals agents as part of the works being carried out)

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- Authorized Users (competent persons carrying out a specific task)
- Certs for Plant/ Machinery brought onto campus (GA1s)
- Accident Investigations

7. Safety Documentation Required from Contractors

7.1 Safety Statement

All employers including the self-employed must have a safety statement relating to their workplace and work activities. The safety statement is a written commitment to managing safety and health in the workplace. The safety statement must be brought to the attention of all employees and others in the workplace that maybe exposed to any risks. This is done once a year and whenever it is changed or updated. New employees must also be made aware of the safety statement in particular the sections that may directly affect them.

It should include the following:

- Health and safety policy;
- Risk assessments;
- Names and job titles of those appointed to be responsible for any safety and health matters;
- Duties of employers and employees on safety and health matters;
- Commitment to employee consultation and participation, including arrangements for appointing safety representatives;
- Welfare arrangements;
- Emergency plans and procedures
- Arrangements to ensure the safety of young persons, pregnant employees and visitors to the workplace or anyone else who may be affected by your work activities;
- Personal protective equipment policy and register of equipment;
- First aid and fire safety procedures,
- Accident/Incident reporting and investigation; and training records.

7.2 Method Statements

The preparation of method statements is an important tool in the management of health and safety on any project/works (including maintenance work). The method statement should detail a logical sequence on how a particular process will be carried out safely. This document is a way of communicating important health and safety information to the individuals carrying out the task/work. Method statements should be concise, practical, follows a logical sequence, be easily understood and be prepared by a person(s) familiar with the operation.

It should include but are not limited to the following:

- Contractor details i.e. name, address, contact number
- Project name
- Project description/item of work for which the method statement covers
- Start date/time and expected duration of works
- Personnel involved i.e. names & roles, trade/skills, training, supervision
- Plant/Machinery, equipment and material to be used (including plant certification and corresponding operators training)
- Specific staff training
- Sequence of operations
- Risk assessment
- Safety arrangements
- Briefing arrangements for persons affected by the method statement

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- Details of fall protection equipment (if applicable)
- Details of any disconnection/Isolation/reconnection of services (if applicable)
- Details of temporary works (if applicable)
- Details of traffic management arrangement (if applicable)
- Permits to work
- Hazardous Substances that will be used, location and significant items of the SDS sheet including PPE and information to be supplied to operatives, including first aid arrangements
- PPE required
- Emergency and first aid measures

The Method Statement must be readily available for inspection. It must also be reviewed on a regular basis and amended if necessary.

A sample method statement template is linked in the Appendix of this document

7.3 Risk Assessments

Risk assessments submitted by contractors/subcontractors/service providers must:

- Identify the hazard associated with the task/works to be carried out.
- Identify the people at risk for e.g. workers, supervisors, members of the public, staff etc.,
- Assess the risk - usually scored numerically to determine – low, medium or high level of risk
- Identify the control measures to reduce the risk to a minimum
- Communicate all to those affected by the task/works for e.g. own workers, employers of others affected

The control measures section of the risk assessment must contain sufficient information on what measures the contractor/subcontractor/service provider is implementing to reduce the risk.

The SETU University Risk Assessment template is linked in the Appendix of this document

7.4 Safe Work Plans (SWP)

The main objective if the safe work plan is to identify hazards associated with the task/work and ensure the appropriate control measures are in place before the work starts. The safe work plan is to be completed by the contractor at the start of each new activity and can be reviewed at any stage throughout the works. The Safe Work Plan must be reviewed and signed off on by the SETU Representative prior to commencement of the work. If the SETU Representative is of the opinion that the SWP has not adequately covered the hazards associated with the work/task, he/she will decline to sign off on it and request the contractor to revise or update the SWP prior to doing so.

The Safe Work Plan is to complement formal risk assessments not replace them. It increases awareness amongst the individuals carrying out the task. All individuals must be involved in the SWP and then it is signed by all. The Safe Work Plan is valid for a week however if the task or location changes throughout that week a new SWP must be compiled. Safe Work Plans for operations involving a list of particular risks require more stringent measures. These works require a daily sign off by SETU Representative member of as well as the sub-contractor supervisor. A non-exhaustive list of work involving particular risks in Appendix 1.

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Completed Safe Work Plans should be made available during the undertaking of the task to the SETU Representative, H&S Officers, Auditors and Managers. A copy of all Safe Work Plans completed on a project are filed and kept by the SETU Representative.

The University SWP template is linked in the Appendix of this document

7.5 Permits to Work

Permits to work are required whenever there is a significant risk to safety and health during an operation, and where precise preparation of the site or plant and clear unambiguous communications of procedures is needed to control the risk. Work Permits apply for certain tasks/activities such as e.g. hot works, excavation, confined space, roof work. Contractors must comply with the University permit system.

The University permit folder is linked in the Appendix 2 of this document.

7.6 Non English speaking employees (Contractor)

All Contractors/subcontractors who employ non-English speaking/reading employees must ensure all safety information – method statements, risk assessments safe work plans permits etc., are fully translated to these employees so they are aware of the agreed safe method of work.

8. Contractor Induction Training & Registration Form

The University operates an online training programme for all contractors/service providers and subcontractors to ensure that the best practicable methods of compliance with health and safety legislation are achieved. The SETU Safety Induction training course must be completed by all contractors and their employees prior to commencing work on-site.

The training course will take approximately 20 minutes to complete and following successful completion of the course individuals will receive a unique Safety Cert. This Safety Cert should be presented to your designated SETU contact and validated prior to commencing work on-site. Each Safety Cert **is valid for 1 year**. The Safety Cert must be made available upon request at all times whilst on SETU property.

In order to get registered for the SETU Safety Induction please email safety.WD@setu.ie with the completed registration form which must have the following details:

- Employee Name
- Safe Pass Number (where applicable)
- Email address (must have an email address to get registered and email addresses must be individual for each person)
- Company Name (who the employee is directly employed by e.g. subcontractor company name where subbed into main contractor)

It takes approx. 24hrs to get accounts set up and once set-up the contractor/service provider will receive an email instructing him/her on how to log in the system which can now be accessed from PC, tablet or smartphone. In addition, the contractor will receive a reminder after 1 year to refresh the training and a further request must be made to safety.WD@setu.ie

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If you have any queries or are unable to register for the training please contact Mary O' Doherty, Health & Safety Officer, 051-845517, modoherty@wit.ie or Brenda McMahon, Health & Safety Officer, 051-845537, Brenda.McMahon@wit.ie, Mark Phelan, Health & Safety Officer, 051-302186 Mark.Phelan@wit.ie

The University registration form is linked in the Appendix 2 of this document

9. Contractors on campus (as per the Local Safety Statement Waterford)

The following responsibilities are allocated to contractors:

- All contractors will be expected to comply with the University's Safety Statement and must ensure that their own Safety Statement is made available prior to work is being carried out. It is the University's policy that all contractors have a safety statement in accordance with the requirements of the Safety, Health and Welfare at Work Act 2005.
- All work must be carried out in accordance with relevant statutory provisions and University's rules and regulations, taking into account the health and safety of others on-site.
- Contractors must not commence any work on-site until they have successfully completed SETU's online Contractor Induction Training. Contractors must ensure that relevant workers have a safe pass card and a construction skills card where required and appropriate training for the specific work
- Contractors on-site must comply fully with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 504 of 2013) and associated amendments.
- Scaffolding and other access equipment used by contractors' employees must be erected by competent trained personnel (CSCS) in accordance with the design, inspected before its initial use and a GA3 form completed. Schedule 5, 3 (1) & (2) Safety, Health and Welfare at Work (Construction) Regulations 2013 specifies the level of training pertinent to the type of scaffold. As a contractor, the scaffolding erector must provide information to the PSCS for inclusion in the Safety and Health Plan and communicate their control measures to other contractors that may be affected by the erection, use or dismantling of the scaffold. Scaffold/end users who take over control of the scaffold must ensure weekly inspections are recorded and ensure that users do not interfere with or adapt the scaffold. The scaffold must comply with and be maintained in accordance with current regulations, codes of practice and European standards.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates made available for checking. Use/operation of such plant and equipment to be carried out by competent trained personnel and visual inspections recorded as per Schedule E of the Health and Welfare at Work (General Application) Regulations 2007 and made available for checking.
- Contractors must ensure that their employees, or anyone under their direct control, carrying out any tasks listed in Schedule 5 to the Regulations are in possession of the appropriate Construction Skills Certification Scheme (CSCS) cards, or an equivalent card. These cards demonstrate that the worker has received training and/or certification in the relevant skills.
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30mA and operating 30 m.secs must be used.

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- Any injury sustained by a contractor's employee must be reported to the University's Health & Safety Officer under the relevant statutory provisions, to give notification or to report, and a copy of the required notification or report to be submitted to the Health & Safety Office
- Contractors must comply with any safety instructions given by the University.
- Contractors will take reasonable care of themselves and others who may be affected by their acts or omissions and must co-operate with University personnel as necessary.
- Contractors must supply at tender stage a safety statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded.
- The University must be notified of any material or substance brought onto site which has health, fire or explosive risks and SDS submitted. Such materials must be stored and used in accordance with current recommendations.
- Contractors are not permitted to use any work equipment/tools owned by the University.
- Contractors must not use University staff unless the permission of the Head of Department/Central Service Manager is received.

10. Revision

The University will review and update these guidelines as necessary to reflect legislative changes and/or changes in the University's work practices and communicate any such revision to the relevant personnel.

11. References

- Safety, Health and Welfare at Work (Construction), Regulations 2013
- Safety, Health and Welfare at Work Act, 2005
- Guidelines on the Procurement, Design and Management Requirements of the Safety, Health and Welfare at Work (Construction), Regulations 2013

12. Further information

Further guidance can be obtained from:

Health & Safety Office

Email: safety.WD@setu.ie

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Appendix 1: Non-exhaustive list of work involving particular risks.

Schedule 1 – Construction Regulations 2013

Non-exhaustive List of Work Involving Particular Risks to the Safety, Health and Welfare of Persons at Work

- 1) Work which puts persons at work at risk of -
 - (a) falling from a height,
 - (b) burial under earthfalls, or
 - (c) engulfment in swampland,where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or construction site.
- 2) Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring.
- 3) Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom2.
- 4) Work near high voltage power lines.
- 5) Work exposing persons at work to the risk of drowning.
- 6) Work on wells, underground earthworks and tunnels.
- 7) Work carried out by divers at work having a system of air supply.
- 8) Work carried out in a caisson with a compressed-air atmosphere.
- 9) Work involving the use of explosives.
- 10) Work involving the assembly or dismantling of heavy prefabricated components.

Appendix 2: List of forms and supporting checklists

Name	Location	Hyperlink
Contractor/subcontractor Management Checklist		
Method Statement		
Risk Assessment		
Safety Induction Registration Form		
Safe Work Plan (SWP)		
Permits		