

AUTHORISATION: Signature

Date

Purpose and Scope

To ensure that H&S criteria are incorporated into purchasing and contracting activities. This procedure applies to the activities associated with the specification and purchasing of materials, equipment and services for use within the Company.

Procedure

Prime responsibility for vetting the H&S management capability of subcontractors, contract services providers and the suppliers of other goods and services lies with the Director. In this respect the Director shall ensure that:

- the H&S impacts of materials, equipment and services are assessed before they are purchased or used within the activities of the business;
- before any work commences, any potential impacts of the supplier's operations or activities upon the activities of the Company, its employees or others with regard to H&S are identified;
- any hazards associated with purchased materials, equipment or services are identified and either removed or minimised;
- the H&S performance of suppliers and sub-contractors is monitored, reviewed and assessed;
- suppliers are continually encouraged to adopt best H&S management practice and improve their H&S performance;
- any supplied materials, equipment or services comply with all of the relevant H&S legislation.

Procedure for Vetting the Health and Safety Management Capability of Sub-contractors

Vetting Procedure

The Principal Contractor, under the requirements of the Construction (Design and Management) Regulations 2007 (CDM) is required to ensure that anyone undertaking a particular activity is competent to do so.

This is also a requirement of the Management of Health and Safety Regulations 1999, to ensure the competence of employees to undertake any tasks allocated to them and to ensure that they receive sufficient information, instruction and training, initially and on an on-going basis.

In terms of CDM, competence can be defined as adequate knowledge, experience and understanding of the work involved.

In order to meet these requirements a "Declaration of Competence" should be issued to all prospective sub-contractors and no contractual arrangement should be concluded until the Company is satisfied that the sub-contractor has demonstrated his competency to execute the Work.

The Sub-Contractor's Declaration of Competence (on the following page) sets out to obtain the following principal information:

- The Organisation's Health and Safety Policy
- Details of allocated responsibilities and how it will be ensured that these responsibilities are carried out/met
- How the sub-contractor intends to monitor and control health and safety
- How the sub-contractor intends to identify hazards and prevent risks
- How the sub-contractor keeps up to date with relevant health and safety standards
- What knowledge and experience of the work the sub-contractor has in relation to the particular project for which (s)he is being considered
- What relevant training has been undertaken in the management of Health and Safety and in the particular specialisms required for the job (Managers and Employees)
- Membership of any relevant professional bodies or trade associations
- What access they have to competent H&S Advice as required under the Management of H&S Regulations 1999
- That they put in place proper procedures for the Employment of Young Persons as required by the 1999 Regulations.

All of the above can be taken as indicators of the level of competence.

It is also useful to identify how the sub-contractor intends to inform, instruct and train supervisors and employees in the technical and health and safety standards required throughout any particular project.

**Following
Appointment :**

Following appointment of the sub-contractor, no sub-contract work must be commenced until:

- a) The sub-contractor has been made aware of site specific hazards and site rules and
- b) A detailed method statement is received demonstrating that risks have been adequately addressed and safe working methods proposed.

Following completion of the sub-contract works, the Site Manager should complete the appropriate Sub-Contract Assessment in accordance with the procedure set out in the Quality Management Manual.

DECLARATION OF COMPETENCE

Company Name	Verification completed by :
Address
.....	Position
.....	Date
Tel No	Name of appointed person in Company responsible for Health, Safety and Environment
Fax No

Type of Work to be undertaken :

Please provide at least two references, on the reverse of this form, who will verify that you have a satisfactory track record in this field.

Please complete the following questionnaire and circle as appropriate :

1. Do you have a comprehensive H&S Policy? Y/N	12. Have any prohibition, improvement or other enforcement notices been served upon your Company within the past 5 years? Y/N
2. Do you have a formal H&S Management System? Y/N	13. Do you have a formal project specific risk assessment procedure? Y/N
3. Do your management and supervisory personnel receive formal H&S training? Y/N	14. Does your Company have an understanding of the requirements of all current H&S and Environmental Legislation and procedures for compliance ? Y/N
4. Are your operatives appropriately trained for their work and in the general and specific H&S aspects of your type of work? Y/N	15. Does your Company understand the H&S requirements for Employment of Young Persons? Y/N
5. Do you implement CSCS card pre-selection for your managers and workforce? Y/N	16. Do you hold membership of any relevant professional body or trade association? Y/N
6. Do you carry out induction training? Y/N	17. Do you have an Environmental Policy Statement? Y/N
7. Do you have access to competent H&S advice? Y/N	18. Does your Company operate an Environmental Management System? Y/N
8. Are there any safety representatives appointed within your workforce? Y/N	19. Do you operate formal procedures for prevention of pollution? Y/N
9. Do you arrange for regular H&S inspections or audits? Y/N	
10. Do you have a procedure for reporting of incidents in accordance with the requirements of RIDDOR? Y/N	
11. Do you keep records of accident statistics? Y/N	

NB You may be required to provide evidence in support of this declaration. Failure to comply with appropriate safety and environmental standards may result in your Company being excluded from our list of approved sub-contractors.

PTO

REFERENCES

In support of your declaration that your Company has a satisfactory track record, please indicate below details of at least two references in respect of recent contracts of a similar nature.

1. Client name
 Contact name
 Address

 Postcode
 Tel No
 Fax No

Contract details:

.....

3. Client name
 Contact name
 Address

 Postcode
 Tel No
 Fax No

Contract details:

.....

2. Client name
 Contact name
 Address

 Postcode
 Tel No
 Fax No

Contract details:

.....

4. Client name
 Contact name
 Address

 Postcode
 Tel No
 Fax No

Contract details:

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