

Appendix 2 Contractor Selection SHE Checklist

This checklist should be employed by those selecting contractors to gain assurance as to the competence of prospective contractors to manage SHE matters effectively.

Name of organisation:

Address:

.....

Contact for further information:.....

E-mail: **Tel no:**

General policy

- 1 Can they provide a copy of their Health and Safety Policy (only applicable to companies with 5 or more employees) or Environment policy?
- 2 Can they provide an outline of their organisational structure for SHE management? who is responsible for SHE matters?
- 3 Can they provide copies of their public & employers liability insurance certificate?
- 4 Can they provide 3 year summary SHE performance in relation to company accidents, injuries, environmental incidents and dangerous occurrences?
- 5 Can they provide details of any letters of contravention, enforcement or prohibition notices, or prosecution(s) undertaken against their company or individuals employed by their company for breaches of SHE legislation within the past 5 years, and a summary of actions taken as a result?
- 6 For work involving radiation can they provide current radiation exposure records of employees who will carry out the work, and the name/contact details of their Radiation Protection Advisor (RPA) or Radioactive Waste Advisor (RWA)?

Organisation

- 7 Can they provide details of SHE training programmes undertaken by their employees: courses, providers and dates?
- 8 Can they provide the names and qualifications of SHE advisers, internal staff or external consultants, used by their organisation?
- 9 Can they outline how they maintain their SHE management systems in the light of developing SHE legislation and industry good practice?
- 10 Are employee H&S (Trade Union) representatives appointed?
- 11 Do they have a H&S committee for consultation?

Planning and monitoring

- 12 Does the contractor undertake post-contract SHE reviews?
- 13 How does the contractor co-ordinate the sharing of information/SHE information between:
 - Contractor and Client
 - Contractor and Sub-contractors?
- 14 How does the contractor monitor the competence of staff and sub-contractors to undertake work proposed?