

Appendix 8 Contractor management action timeline

Activities BEFORE the Contract starts

	Initial Planning	Selection	Detailed Planning
Staff Letting Contracts (SLC)	<ul style="list-style-type: none"> • Prepare job/work description and identify key Safety, Health and Environmental aspects. • Determine need for expert STFC SHE input (e.g. electrical, fire safety, pressure, radiation, biosafety, waste, pollution). • Consult site estates teams if the job/work impacts building infrastructure or site services • Consider if the job comes under CDM (get advice). • Consider which STFC SHE Codes need to accompany the tender – REMEMBER SHE website/SHE codes are visible on public web except for radiation & biosafety. • Prepare job/work specification with initial safety requirements to send out with tender. • NOTE: STFC procurement service will not add any SHE requirements to your tender – <u>this must be specified explicitly by SLC.</u> 	<ul style="list-style-type: none"> • Obtain and review detailed SHE information from each tenderer. • Make full use of STFC Code 15 Contractor Management Appendix 2, and other relevant SHE Codes. • Select on the basis of: <ul style="list-style-type: none"> ○ technical capability, experience and competence; ○ Health, Safety and Environmental capability, experience and competence; and ○ Cost. 	<ul style="list-style-type: none"> • Appoint the Contract Supervising Officer (CSO) for the job/work. (can be earlier – not later) • <u>In consultation with CSO and others involved,</u> carry out detailed job planning: <ul style="list-style-type: none"> ○ Risk Assessment (RA) for contractor from related/impacting STFC activity; ○ RA for STFC from contractor activity; ○ Contractors Method Statements (MS); ○ Identification of training and induction requirements including emergencies for contractors and any sub-contractors; ○ Arrangements for communication between STFC and contractors/sub-contractors and the contractor’s supervision; ○ Update of records for all contractor activities and consider interactions
Contract Supervising Officer (CSO)			<ul style="list-style-type: none"> • Get involved
Contractor		<ul style="list-style-type: none"> • As part of the tender process provide all requested SHE information in addition to the technical response. 	<ul style="list-style-type: none"> • Prepare and submit RA and MS (RAMS) in full compliance with STFC Codes. • Exchange information with STFC on hazards being introduced to STFC sites and safe working. • Agree all SHE arrangements with STFC including communication and supervision.

Activities at the START of, DURING and AFTER the contract

	At the Start	During	After
Staff Letting Contracts (SLC)	<ul style="list-style-type: none"> • Be satisfied that the CSO is in place and that the job/work is being supervised by STFC 	<ul style="list-style-type: none"> • Maintain sufficient contact with the CSO, contractor and job/work to know that the agreed safety arrangements are being implemented • Support the CSO in challenging any departure from the agreed safety arrangements 	<ul style="list-style-type: none"> • Review the technical and SHE performance of the contractor and any sub-contractors. As appropriate feedback poor SHE performance to STFC's procurement service providers as input to future tender selection exercises
Contract Supervising Officer (CSO)	<ul style="list-style-type: none"> • At the outset confirm all job/work details with the contractor's supervisor/staff checking that the prior RAs and MSs remain valid. • Confirm competency of all contractor and sub-contractor staff employed – see evidence of their training/competence • Deliver agreed site and local SHE induction training • Work through all other items in SHE Code 15 CSO check sheet, Appendix 3 • Ensure all contractors have read and signed the STFC Information for Contractors Notice – SHE Code 15 Appendix 4 	<ul style="list-style-type: none"> • Manage, supervise and communicate as agreed in the planning stage, with particular attention to any changes that may affect their work • Undertake routine and periodic checks that agreed safety arrangements are being implemented • Encourage and enforce incident reporting requirement and enter such reports in STFC's SHE reporting system • Challenge any departure from agreed SHE arrangements and standards 	<ul style="list-style-type: none"> • Report to the Managers Letting Contracts on the SHE performance and competence of the contractors
Contractor	<ul style="list-style-type: none"> • Confirm agreement with all planning arrangements including RAMSs and provide evidence of staff competence for work planned. • Read and sign the STFC Information for Contractors document and comply with its requirements 	<ul style="list-style-type: none"> • Work entirely to the agreed RAMS • Discuss any departure with CSO - <u>In advance</u> • Raise any SHE issues with the CSO immediately • Report all SHE related incidents – injuries and near misses to the CSO 	