 NUI Galway Safety Office

Contractors Safety Checklist

**1. Pre-appointment checks.**

Evaluate potential contractor(s), as to their safety standards.

* The contractor’s safety statement;
* The contractor’s risk assessment for the proposed work;
* The contractor’s method statement for the proposed work, to include all access arrangements;
* The contractor’s safety record;
* The training and experience of employees to be used for the proposed work e.g. is Safe Pass training needed and completed?
* References where required.
* Developing a specification which includes identifying the hazards and the giving of and asking for relevant health and safety information.
* Checking the adequacy of bids, including the health and safety aspects.
* Selection of the contractor who best meets all the requirements of the specification.

**2. Pre-site work checks.**

The following information must be exchanged.

* The contractors must be advised of any hazards identified within NUI Galway relevant to this contract work and in turn the contractor must identify any hazards that they will generate in carrying out the contracted work.
* A formal health and safety plan is agreed between the contractor and responsible person. At a minimum, a list of the hazards and risks likely to be encountered during the work must be provided to the contractor and each organisations’ safety statement exchanged.
* The contractor must specify the appropriate control measures to deal with the hazards, and the cost of doing so. This should include such issues as training, the overlap between client and contractor work areas, waste disposal, etc.
* Evidence of insurance must be produced by the contractor. Refer to Buildings Office link

<http://www.nuigalway.ie/buildings/documents/external_contract_requirements.pdf>

* It must also be agreed as a condition of contract, that the following standards are complied with:
  + Safety, Health and Welfare at Work Act, 2005 (S.I. 10 of 2005);

And where applicable the:

* + Safety, Health and Welfare at Work (Construction) Regulations, 2013 and amendments;
  + The Building Control Act, 1990 (S.I. 3 of 1990);
  + The Building Regulations, 1997 (S.I. 497 of 1997) and amendments.
  + Or other regulations.

Persons appointing contractors must ensure that this legal compliance is a condition of engagement.

* Where the potential for sub-contracting exists, a contract condition will be included to require the co-operation of the initial contractor to see that the rules and conditions of work are made known and complied with by all who will be involved in the project.
* General terms and an agreed set of site rules in advance e.g. “Equipment or tools which is the property of the University, must not be lent or made available to any contractor or person who is not a University employee.”

**3. During the contract work.**

* While contractors are on site, appropriate notices requiring care in the vicinity and warning of other hazards as appropriate, must be displayed.
* University personnel who engage contractors need to ensure that the project is properly managed. Periodic checks should be carried out to verify that the agreed arrangements and necessary controls are in place. Record frequency and outcome of these periodic checks.
* If any deficiencies are noted, they as the person who engaged the contractor are to liaise with the contractor to rectify the problem(s).