

Quarry Contractor Safety
Jody Guilfoyle
Regional H&S Manager
Lagan Cement

- My name is Jody Guilfoyle
- Regional H&S Manager for Lagan Cement
- Responsible for 4 companies & 6 Sites
 - Lagan Cement (Cement Plant & Import Terminal)
– Quarrying & Cement Production
 - Lagan Brick (Kingscourt Brick/Flemings Fireclays)
– Clay bricks
 - Lagan Tile – concrete tiles
 - Healy Brothers – quarrying & concrete products

- Lagan Cements core values are...
 - To be a Safe Company
 - To be an environmentally responsible company
 - To be a good company to work for

Contractor Safety

- What is a contractor ?
- Who are your contractors ?
- Why manage contractors ?
- What are the benefits of managing your contractors ?

- 5 Steps to Managing Contractor
 - Planning
 - Assessing competency and choosing a contractor
 - Beginning Work on your site
 - Day to day management
 - Reviewing their effectiveness

What is a Contractor ?

- It is anyone you get in to work for you that is not a direct employee
- A contractor can be a company or a self employed person
- A contractor can be a once off
- A contractor can be long term

Who are Your Contractors ?

- Contractors are not only the larger companies that come to site they can be...
 - Window cleaners
 - Electricians
 - Engineering Inspectors
 - Vehicle Maintenance
 - Hauliers

Why Manage Contractors ?

- It's the Law!
 - Section 12 of the SHWWA states that in addition to responsibilities relating to employees, employers must conduct their business in a way that does not expose non-employees to risks to their health and safety. This applies to ALL workplaces
- Social Responsibility
 - You have responsibility not to injure persons at your place of business

5 Steps to Managing Contractors

- Step 1 – Planning
 - What is the job ?
 - How can it be done safely ?
 - To answer there questions you need to..
 - Define the job
 - Conduct a risk assessment – record it !
 - Eliminate or reduce the risks
 - Specify the necessary H&S conditions
 - Once you know the job you can assess the risks...

5 Steps to Managing Contractors

- Step 1 – Planning cont'd
 - The risk assessment can be separate relating specifically to the work of a contractor – electrical inspections, heavy maintenance work etc
 - Or it can be included in your system for general risk assessment – for regular routine maintenance
 - Consider all hazards when assessing the risk
 - Plant – equipment – tools
 - Safe access & egress
 - Training & supervision etc

5 Steps to Managing Contractors

- Step 1 – Planning cont'd
 - ❑ Regularly review the risk assessment during the duration of the work and amend it if necessary
 - ❑ Contractors also have responsibilities to preparing risk assessments as they also fall under the SHWWA.
 - ❑ Their RA should fit in with your own and provide you with the necessary information
 - ❑ There is a need to close co-operation between you and your contractor

5 Steps to Managing Contractors

- Step 2 – Assessing competency
 - It is essential the you assess the competency of your contractor for the work
 - Request their Safety Statement, Insurance details, past history and any testimonials
 - At Lagan we have an approved contractors list which is reviewed and updated each year
 - This makes it easier for our managers when choosing contractors

5 Steps to Managing Contractors

- H&S Questionnaire

5 Steps to Managing Contractors

- Commitment Statement

5 Steps to Managing Contractors

- Step 2 – Assessing competency cont'd
 - Requesting the correct information..
 - Safety Statement
 - Insurance details
 - Training records
 - PPE
 - Method Statement for job
 - Certificates for equipment etc
 - Review the information received
 - Meet with the contractor

5 Steps to Managing Contractors

- Step 2 – Assessing competency cont'd
 - Are there any special arrangements such as
 - Working at height – does the contractors insurance cover them to work at height, are there restrictions on the height to which they can work ?
 - Hauliers – if you hire an unlicensed haulier you can be fined €1,265
 - Special training requirements – are their employees adequately trained ?
 - Special licences for equipment and substances – explosives etc...
 - Are they from outside the state ?

5 Steps to Managing Contractors

- Step 3 – Beginning Work on your site
 - Ensure that all relevant paperwork is available and up to date
 - Ensure there is a system for monitoring there movements onto and off site, important in the event of an emergency
 - Ensure you have a single point of contact for the contractor and they have a point of contact for the you – communication is key

5 Steps to Managing Contractors

- Step 3 – Beginning Work on your site cont'd
 - All contractors must be inducted to your site
 - PPE requirements
 - Site safety rules
 - Their responsibilities on site
 - Any specific hazards on your site
 - Emergency procedures – accident/incident reporting
 - Permits to Work – Isolation Procedures
 - Are there any specific arrangements on site
 - Are contractors allowed to carry out their own isolation or is it managed in house...

5 Steps to Managing Contractors

- Step 4 – Day to Day Management
 - You are responsible for monitoring the work of contractors
 - Contractors are also responsible for supervising their own work and for ensuring that they work safely
 - You don't need to watch them all the time. The amount of contact will depend on the amount of time on site and the complexity of the job
 - You may need to check more at the start

5 Steps to Managing Contractors

- Step 4 – Day to Day Management cont'd
 - Encourage contractors to report all incidents, near misses and first aids
 - Ensure contractors report ALL accidents
 - Carry out toolbox talks with contractors as with your own staff
 - If not possible request that the contractor carries out toolbox talks with his own staff at regular intervals and include this in the contract

5 Steps to Managing Contractors

- Step 4 – Day to Day Management cont'd
 - If there are any changes in workers, they need to be provided with the relevant information
 - Has the contractor sub contracted out any of the work, you need to know this so you can assess the sub-contractor
 - Check whether any special arrangements are needed eg due to changes in timing, out of hours work etc
 - Ensure you record all information gathered

5 Steps to Managing Contractors

- Step 5 – Reviewing Effectiveness
 - The extent of the review will depend on the nature and duration of the contract
 - Consider a number of general points
 - How effective was the planning process
 - How did the contractor perform
 - What lessons, if any, can be learnt
 - Record the information and make any necessary changes to your assessment process

- Contractors are subject to even greater risks than members of staff as they are not familiar with your site, they don't know...
 - About the hazards on site
 - Site safety rules & procedures
 - What to wear
 - About special equipment they need to use
 - What to do in an emergency
 - The sound of the alarm

- Accidents with contractors happen more easily when the contractors job is excluded from the usual systems that you have in place to manage health and safety...
 - The hazards of the job haven't been identified & steps have not been taken to remove or minimise risks
 - No one is around to make sure the contractor follows health & safety rules on site – inadequate supervision

- Accidents with contractors happen more easily when there is poor communication...
 - ❑ When staff don't know there is a contractor working nearby
 - ❑ When contractors aren't informed of the nature of the site in which they are working eg language barriers
 - ❑ When contractors haven't been told about the dangers on site
 - ❑ When staff expected to supervise contractors don't have sufficient information about the work

- Accidents with contractors happen more easily when you haven't considered all circumstances...
 - When contractors arrive outside of normal working hours, weekends etc
 - When contractors are using your equipment but are not aware of the risks involved or do not have the correct training

■ 1. Plan

- Define the job
- Identify the hazards
- Assess the risks
- Eliminate or reduce the risks
- Specify with Contractor when selected

- 2. Assess Competency
 - Request information
 - Carry out research
 - Check information presented for adequacy
 - Are there any special requirements
 - Ensure proper training

- 3. Beginning Work on Site
 - Induction
 - Site safety rules
 - Emergency Procedures
 - Permits to Work
 - Isolation

- 4. Day to Day Management
 - You are responsible
 - Contractor has responsibilities
 - Reporting of accidents-incidents-near misses; learning's
 - Toolbox talks - communication

- 5. Review Effectiveness
 - How did they perform
 - Was the process effective
 - What lessons did we learn

- Properly managed contractors make your life easier
- Safe contractors are efficient contractors
- Nobody wants to deliberately hurt another person



All Island Quarry Safety Conference: Q & A Session

Wednesday, 17th November 2010.

City North Hotel, M1 Exit 7, Co. Meath