Control of Contractors

Version Control

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Executive Summary

Within any client/employer/contractor relationship all parties have duties under health and safety law and Contractors can be engaged in a range work across all Services, therefore the policy requirements are applicable wherever and whenever this occurs.

All line managers involved in engaging/employing contractors for work will ensure that mechanisms are in place to allow full cooperation with all those involved (contractors and any sub- contractors). Importantly they need to exchange clear information about the workplace hazards and any risks arising from their respective activities.

Those managers of Services who employ contractors to undertake any work are responsible for the management and control of those contractors until the completion of the work.

Determining the management involvement and the level of supervision of contractors required does depend on the nature of the work that is being undertaken. The more impact the contractor’s work could have on increasing the health and safety risks of anyone likely to be affected, then the greater the management and supervisory responsibilities need to be. This needs to be decided before any work commences.

All Contractors must have undergone all the required suitability checks at the pre tender contract stage and will be approved as part of contractor approval system for Matic Media Services Limited.

Registrar

All references to contract registrar point to the document below...

> https://maticmedia-my.sharepoint.com/:x:/g/personal/richard_maticmedia_onmicrosoft_com/ESCwhNpZ2GBPkXP8MLt9TLoBcIJN0u5Y6IwyNDWrvMgx6w?e=cTbipG

Purpose

The purpose of this policy is to ensure that contractual arrangements comply with Matic Media Services Limited policies and procedures, statutory health and safety legislation and contracted obligations.

Policy Statement

Matic Media Services Limited recognises its responsibilities in accordance with the Health and Safety at Work etc Act 1974 for managing Contractors working on its sites and elsewhere.

This document sets out the basis for consistent decision-making and operational practice required when work is being undertaken by Contracting Companies on Matic Media Services Limited premises and elsewhere. The purpose of this policy is to minimise the risks to the health and safety of Staff, Contracting Company Personnel and Third Parties.

Matic Media Services Limited primarily uses third party contractors for the purpose of off site installation but this document should act as a policy for all third party contractors.

Matic Media Services Limited often uses contractors to carry out various types of work and the selection and management of such contractors is a critical element of the management of health and safety for all those who work in and visit Matic Media Services Limited . Works contracted out by Matic Media Services Limited can range from simple work such as window cleaning, equipment repair/service and security services to major construction projects to extend or refurbish or maintain premises.

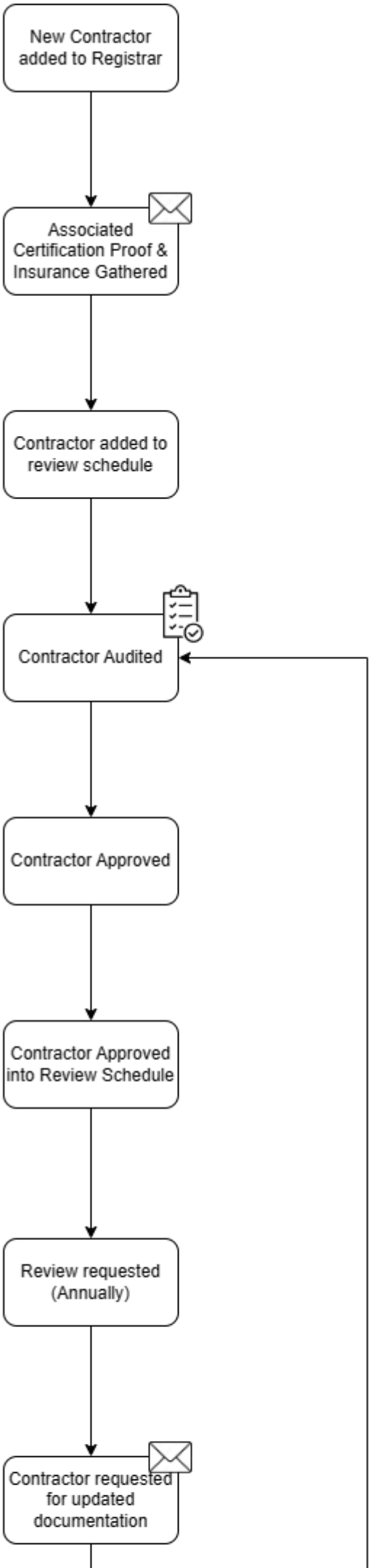
Departments who may utilise the service of contactors include Clinical Services, Facilities, IT, Telecommunications, Pharmacy, Medical Physics and Labs: this list is not exhaustive. These Services/Departments will therefore be required to comply with implementation of this Policy. All contracting companies and their staff, including sub-contractors, must also adhere to the requirements set out in this policy.

Contractor(s) must assess the risks for the contracted work and together with the managers of the Service consider any risks from each other’s work that could affect the health and safety of the patients, staff or anyone else and then implement the required controls.

Any proposal by Matic Media Services Limited to use a Contactor will create a network of statutory duties for Health and Safety, which apply to the individual arranging the contract as well as to others. This Policy must be read in conjunction with Matic Media Services Limited Control of Contractors Procedure and any other associated local policies and procedures.

Staff should be familiar with their obligations and levels of authority within Matic Media Services Limited defined Financial Instructions (see Suppliers in ISO 9001 documentation) and other associated instructions before preparing to appoint Contractors to do any form of work.

Procedure


New Contractor added to Registrar
Associated Certification Proof & Insurance Gathered
Contractor added to review schedule
Contractor Audited
Contractor Approved
Contractor Approved into Review Schedule
Review requested (Annually)
Contractor requested for updated documentation

Audit Schedule

Contractors should be audited annually based on their last registration date of relevant insurance.

Insurance requirements should at least match Matic Media Services Limited current year insurance policy.

Minimum Contractor Certifications

Certification	Reason
Working at Height	See working at height
IPAF	Powered Access e.g. scissor lift
PASMA	Access Tower Usage
Electrical Certification (Select, NICEIC, NAPIT)	Any electrical work
Ground Penetrating Radar Training	Any GPR required
Public Liability Insurances	See current Matic Media PLI
CSCS	Needed for construction site access by most customers
Asbestos Awareness	Required when disturbing old sites

Document Review Policy

This document should be reviewed annually

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