

Contractors Guidance

Foreword:

Contractors can include builders, couriers, plumbers, telecoms, IT, film units and painters coming into the ward/department to carry out work. However although their work may have an effect on the ward/department, they are normally under the control of someone else within the organisation, e.g. **estate, facilities, IT**.

Line managers' responsibilities are to contractors under their control working in their ward/department. Agency, bank & temporary staff should be considered as contractors.

Many contractors may not have the experienced the same level of training and commitment that is sometimes taken for granted in our organisation.

Contractors must be given guidance on:

- What they
1. must do
 2. must not do
 3. must know
 4. must have

and

Local Fire Instructions

Line management responsibilities:

- Ensuring that contractors working under their control, in their area are given instructions on relevant safety matters, e.g. fire evacuation procedure.
- Ensuring records are kept of instructions and training given to contractors who work in the area.
- Ensuring contractors are instructed on requirements for isolations, safe systems of work and permits to work where necessary.

The line manager should record the training given on the next page and retain this information in this section of the Health & Safety Management Manual.

(i) REMEMBER

Line Managers are responsible for the Health & Safety of all persons, including contractors who report to, or work within their area of responsibility.