

QUALITY MANAGEMENT SYSTEM PROCEDURE
CONTROL OF SUBCONTRACTORS

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Document History

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2.2	02/06/15	Update NHSS 8 requirements	A Fletcher
2.3	02/02/16	Update WIRS in line connections	A Fletcher
2.4	21/09/17	Review – job titles and format updated	Prudence Dunn

PURPOSE

1. To ensure that the correct subcontractor is selected, controlled during works and that they are made aware of the HSEQ requirements when working for blu-3 (UK) Ltd on a project/contract.

To establish and maintain a consistent approach to all excavation works that is carried out by others for the benefit of blu-3 (UK) Ltd. This will assist blu-3 (UK) Ltd in carrying out its obligations to ensure all works carried out with the use of subcontractors are executed in the correct manner.

SCOPE

2. This procedure is mandatory to all projects/contracts of the company and applies to all subcontractors.

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RESPONSIBILITIES

2. **Managing Director**. The Managing Director has overall responsibility for the selection and control of Subcontractors and to ensure that this procedure is complied with.
3. **Contracts/Project Manager** is to ensure that, when selecting and appointing subcontractors for works including under the NERS, WIRS or GIRS scope of approval that the subcontractor has the appropriate approval for the type of works being undertaken.
4. **Contracts Manager**. The Contracts/Project Manager, in liaison with the Supervisor is to ensure all appointed subcontractors carrying out works including under the NERS, WIRS or GIRS scope of approval have their competencies and passports checked.
5. The Contracts/Project Manager is to ensure that all subcontractors working on the project/contract provide a Health & Safety Policy and are made aware of the HSEQ requirements of this procedure and that they are complied with. The Contract/Project Manager is responsible for liaising with the site manager to arrange a date for the installation of the utility.
6. The Contract/Project manager will inspect the site and note any hazards that the team may face when working on the site
7. The Contract/Project Manager in liaison with the supervisor will schedule a team to carry out the works, ensuring that they are suitably qualified to undertake such work
8. **Supervisor** shall assist the Contract/Project Manager in ensuring that subcontractor personnel are competent to carry out the works from blu-3 (UK) Ltd by regular audits and checking the passport scheme.
9. The Supervisor is responsible for inspecting the site the day before the utility is to be installed. If the site is not ready then alternate work will be sought for the team.
10. The Supervisor will notify the site manager the reasons why the work will not take place. This will be noted in the supervisors diary
11. The Supervisor will arrange a new date with the site manager after consulting the contract manager
12. **Team Leader** The Team Leader will confirm the excavations are to the correct specification as laid out in the task instructions.

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13. The Team Leader will ensure the utility is installed in the correct position and has been covered with the correct materials.
14. **HSEQ Manager/Advisor** shall assist the Contracts/Project Manager in implementing this procedure and monitor its compliance.
15. **Subcontractors** All subcontractors shall be required to comply with this procedure as a condition of their contract.
16. All Subcontracted Staff will ensure:
 - a. Their employees are familiar with the work site and are aware of all hazards.
 - b. Comply with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation applicable to the work being undertaken.
 - c. Comply with blu-3 (UK) Ltd Health and Safety Rules and Safety Policy and shall have made full provision in the tender for such compliance.
 - d. Conduct their activities in accordance with established safe practices e.g. guidance notes, codes of practice, and take reasonably practicable precautions to protect the work site, all employees and others who may be affected by our works.
 - e. Provide a Risk Assessment and Method Statement for contracted works in advance.
17. Subcontractors will:
 - a. Only use skilled, experienced and competent people in the execution of their duties on behalf of blu-3 (UK) Ltd.
 - b. Release their employees for any blu-3 (UK) Ltd training as deemed necessary, with reasonable notice provided.
 - c. Provide their employees with suitable protective clothing at their (the contractors) expense.
 - d. Keep their employees within the designated work areas at all times unless stated.
 - e. Ensure their employees submit to any security checks where required.

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- f. Ensure a Banksman is available and used for all reversing operation unless reversing cameras are fitted and in use during reversing operations.
- 18. Contractors are not relieved of any of their duties and obligations under statute or common law.
- 19. A breach of blu-3 (UK) Ltd Health and Safety Rules or legal requirement may lead to suspension or termination of the contract at the contractor's own expense.

PROCEDURE

- 20. The following procedure shall be followed by all subcontractors and shall be recorded.
- 21. **Pre Start Contract Meeting** The Contracts/Project Manager shall hold a pre-start contract meeting where the outline details of the contract shall be discussed and agreed. The meeting shall include the following:
 - a. Responsibilities for Health & Safety & Issue Company Policies.
 - b. Method Statements and Risk Assessments (If required)
 - c. Supervision / Competency of staff (Passport scheme)
 - d. Machinery / Plant and Equipment
 - e. Company driven Health & Safety Inspections /Audits on Subcontractors.
 - f. Reporting of Incidents / Accidents on site.
 - g. blu-3 Mandatory Health & Safety Induction
- 22. **Health & Safety Induction** All subcontractor personnel shall attend the blu-3 (UK) Ltd Health & Safety Induction prior to start of work. The subcontractor is responsible to give adequate notice to the Contracts/Project Manager of new starters to enable preparations to be made for the induction to be carried out.
- 23. **In Line connections.** If a sub-contractor is to be used for making in line connections the senior competent person shall be responsible for checking the competence of the subcontractor and for ensuring that the subcontractor is aware of all the relevant procedures, method statements and risk assessments.
- 24. **Toolbox Talks** Subcontractors shall be required to complete toolbox talks as issued by blu-3 (UK) Ltd and to submit completed attendance records to the Project/Contracts Manager as required.

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25. **Accident / Incidents** All accidents / incidents shall be reported to the senior blu-3 (UK) Ltd person on site immediately. The subcontractor shall also be responsible to provide a written report and if necessary attend any meetings that may be called in regards to the event.
26. **Sub Contractor Health & Safety Requirements** All subcontractors shall ensure that they comply / meet with the following:
- a. Ensure that their employees are familiar with the work site and are aware of any hazards and risk.
 - b. Comply with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation etc., applicable to the work activities being undertaken and to protect the work site, all employees and others who may be affected by the works.
 - c. Comply with the site Health and Safety Policy, Plan and procedures and shall have made full provision in the tender for such compliance
 - d. Conduct their activities in accordance with established safe practices e.g. Guidance notes, codes of practice etc.
 - e. Provide Risk Assessments and Method Statements for the entire works in advance of the commencement of the contract.
 - f. High-risk activities to be carried out under 'PERMIT TO DIG' procedure as issued by the blu-3 (UK) Ltd appointed person.
 - g. Ensure that only such persons as are skilled, experienced and competent in the performance of their tasks are employed on the contract.
 - h. Release their employees for any blu-3 (UK) Ltd site safety training as deemed necessary, with reasonable notice provided
 - i. Provide their employees with suitable protective clothing to enable them to carry out their work safely.
27. **Statutory Requirements** Contractors are not relieved of any of their duties and obligations under law and shall be expected to comply with all legislation as applicable to their activities.
28. **Suspension or Termination of Contract.** Any breach of blu-3 (UK) Ltd Health and Safety procedures or any statutory requirements may lead to suspension or termination of the contract at the contractors own expense.

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Contract Conditions

- 29. This procedure shall be included as part of the conditions of contract for all subcontractors employed by blu-3 (UK) Ltd.

Monitoring Site Compliance

- 30. Site to be visited by the works supervisor who will inspect the excavations to see if they meet the requirements of NJUG Volume 1 (Guidelines on the Positioning and Colour Coding of Underground Utilities Apparatus).
- 31. The trench will be inspected for safety, integrity, correct depth and positioning and location of other utilities. This will enable connections to be carried out without any hindrance from other utilities. If the excavation is not to the standard requested then the works will be delayed in starting pending the excavation being rectified to the required specification. The site manager will be notified of this and it will be their responsibility to carry out the corrective actions.
- 32. The supervisor and site manager will arrange a date for re-inspection of the excavation to take place and only when the supervisor is satisfied with the excavation then the works can proceed.
- 33. The supervisor will then notify the site manager of the date for the team to arrive on site to install the utilities and carry out any connections.
- 34. The team will arrive on site with the relevant equipment. The team leader will inspect the excavation prior to any utility installation to confirm the specifications are correct. This will ensure continuity as the excavation may have been used by another sub contractor in the period between the supervisors visit and the teams arrival on site
- 35. In the event of the excavation not being to the correct standard, the team leader will notify their supervisor who will reschedule the work.
- 36. When the utilities have been installed, they will be covered with the suitable material to prevent damage. This may be carried out with the team on site so as to monitor this process
- 37. No utility is to be installed into an excavation that does not meet the specifications.

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