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Introduction

Contractors are a valuable resource to any organization. As highly skilled professionals who provide services for a fixed period, they're uniquely qualified to step in when an organization needs specialized expertise.

Companies may choose to engage a contractor for one-off projects, for tasks requiring specialist expertise, to support significant business transitions or to cover other full-time employees during busy periods or absences.



While contractors do bring valuable skills to the table, managing their health and safety can present a huge challenge.

In this eBook, we'll explore the importance of contractor safety management and how to establish an optimal contractor safety management framework within your organization.



What Is Contractor Safety Management?

Contractor safety management is a system of practices and procedures that organizations follow to ensure that contractors, like full-time employees, stay safe and healthy.

Contractors don't always have the same detailed knowledge of safety practices as the rest of an organization. Because of these key discrepancies, both contractors and the full-time employees become more vulnerable to workplace hazards.

These processes include:

Communicating essential safety processes and information, such as an organization's unique safety practices, with contractors before any work is carried out.

Providing specialized training to fill the gaps in contractors' knowledge and skills. Organizations hire contractors for their expertise in a specific area, but elements of the tasks they're hired to do, such as the equipment, workplace or procedures, can be unfamiliar and require further safety training.

Investigating and addressing near misses and incidents.

Incidents involving contractors should be afforded the same in-depth investigation and attention given to incidents involving full-time employees.



Identifying and mitigating hazards is as essential for managing contractors' safety as it is for full-time employees

These processes can help you detect and control hazards:

- ✓ **Job Hazard Analyses (JHAs)**, risk assessments, inspections and audits should be performed to identify hazards involved in contractors' tasks.
- ✓ Organizations should ensure contractors have access to the appropriate **personal protective equipment (PPE)**.
- ✓ Controls, like machine guards, ventilation systems and locking mechanisms, should **always be checked before being used by contractors**.
- ✓ Unless the contractor is a lone worker, they should be **supervised while performing their tasks**.
- ✓ Contractors should be offered the information they need to **communicate effectively with employers** and report any hazards or incidents.

Establishing **top-notch contractor safety management practices** benefits an organization's entire team. By improving the safety of contractors and employees alike, companies can take significant steps toward their EHS goals.

Importance of Contractor Safety Management

With the increasing role contractors play in today's businesses, effective management of their health and safety needs is a must-have for all organizations.

While most companies expect contractors to possess varying levels of experience, training and competence, they often don't anticipate the additional challenges that accompany a contractor's position.

Contractors can sometimes be lone workers, which adds an additional level of risk to their tasks. Lone workers are more vulnerable to workplace hazards because they don't have access to immediate assistance or supervision.

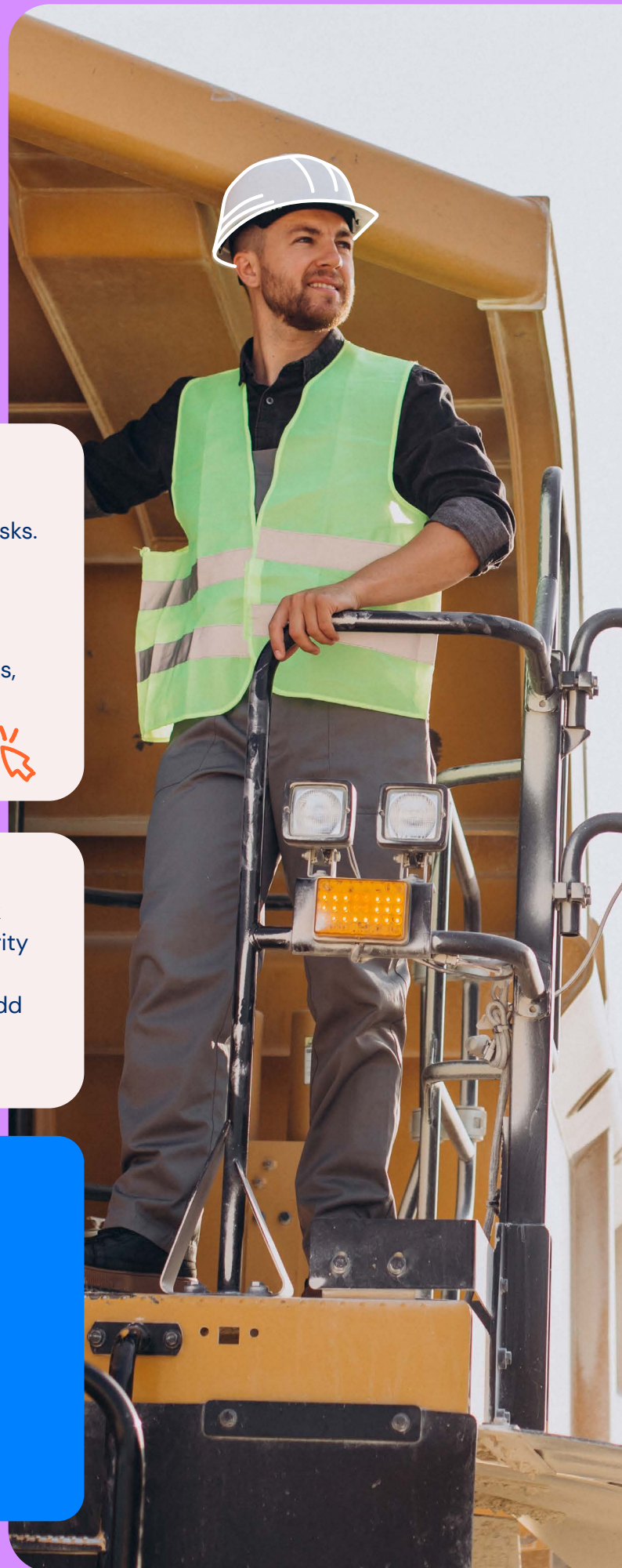
For more information on protecting lone workers, visit our article, **Keep Your Lone Workers Safe With These 6 Key Steps**.



When an organization hires contractors to work alongside full-time employees, a lack of familiarity between contractors and employees regarding their tasks and routines in the workplace can add a degree of risk.



For these reasons, organizations must ensure contractors are as prepared as possible to carry out their jobs.



5 Easy Steps to Approach Contractor Management

Establishing a contractor safety management system is no small task. These five steps will put you on the right track.

01

Determine required qualifications

If a contractor's skills don't measure up, they pose **a significant risk to themselves and your greater team**. In addition to determining the required qualifications, firms should assess the hazards associated with the jobs they're outsourcing and ensure that safety management systems are in place to manage those hazards.

By performing a thorough assessment of the skills, training, qualifications and hazards connected to the job, companies can ensure they've done everything in their power to mitigate the additional risks involved in hiring a contractor.

02

Establish performance agreements

Before hiring a contractor, **make an agreement detailing the duties and responsibilities** of the position being outsourced. This agreement should clearly establish expectations for both you and the contractor throughout their time in the role.

03

Provide necessary training

While your contractors must meet the qualifications required to perform their duties, it's also important to provide them with additional training to **make sure they can do the job as effectively as possible**.

Even if they have received relevant training prior to securing the job, **you can't be sure that training will be specifically applicable to your jobsite** and the contractor's exact role.

Of course, this additional training doesn't just apply to their ability to perform their job well; contractors need to understand the safety risks associated with their duties and how the company expects hazards, near misses and incidents to be effectively reported.

04

Monitor performance and provide feedback

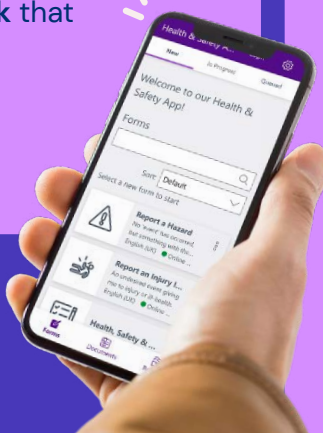
Employers should **regularly monitor their contractors' performance** and ensure that safety requirements are met.

They should also engage in regular dialogue with contractors to ensure that they're focused on their work and **provide any feedback** that could help them improve their performance.

05

Implement software solutions to support contractor safety management

If a contractor's skills don't measure up, they pose a significant risk to themselves and your greater team. Organizations employing contractors should **require a thorough evaluation** of their skills, knowledge, training and experience.



Contractor Safety Management Software

While organizations can manage contractor safety with manual processes, like paperwork-based systems and spreadsheets, many of today's leading companies use software solutions to manage contractor safety. These systems enable companies to maintain high health and safety standards for both contractors and full-time employees by:

Automating and
centralizing safety
management procedures

Boosting engagement
with health and safety

Enhancing
communication

Making it **easier to**
manage and analyze
incident and hazard reports

Mobile portals, an innovative feature included in some solutions, can make administering training and feedback even easier and more efficient.

If your company's contractor management system doesn't offer these capabilities, it may be time to consider implementing a software solution to maximize efficiency and keep your contractors safe.



Contractor safety management is a critical aspect of ensuring a safe work environment for all employees, both permanent and transitory.

By establishing robust safety practices, organizations can protect all their staff and achieve their EHS goals to create a thriving and secure workplace.

**US**

Chicago

+1 (872) 215 5913

**UK**London
Manchester
Glasgow

+44 (0) 161 521 8490

**AU**Melbourne
Perth

+61 3 8595 5909

Let's chat

contact@evotix.com

Our Evotix team is passionate about applying market leading technology to create safer, smarter workplaces, partnering with organisations that value people's safety, communities and the planet.

As safety professionals and long-term leaders in the Verdantix EHS Green Quadrant, our deep and practical insight addresses your evolving needs, helping you achieve your health, safety and sustainability goals.

Evotix: your all-around partner for the journey.

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