



نظام الشارقة للسلامة والصحة المهنية  
Occupational Safety & Health Sharjah

حكومة الشارقة  
هيئة الوقاية والسلامة  
Government of Sharjah  
Prevention And Safety Authority



# Code of Practice

## OSH Control of Contractors

### OSHJ-CoP-03

## Table of Contents

1	Introduction .....	2
2	Purpose and Scope .....	2
3	Definitions and Abbreviations .....	2
4	Responsibilities .....	3
4.1	Entity Responsibilities .....	3
4.2	Contractor Responsibilities .....	3
5	Requirements.....	3
5.1	Identifying OSH Tender Requirements .....	4
5.2	Contractor Selection.....	4
5.3	Risk Assessment.....	4
5.4	Contract Award and Mobilisation .....	5
5.4.1	Sharing OSH Information Between Both Parties .....	5
5.4.2	Cooperate and Coordinate with the Contractor .....	5
5.4.3	Consulting with Employees .....	6
5.5	Contractor Management .....	6
5.6	Closing Out the Contract.....	7
6	Training .....	7
7	Emergency Preparedness and Response .....	7
8	References.....	8
9	Document Amendment Record .....	9

## 1 Introduction

A contractor is every natural or legal person or an entity entrusted by an entity to accomplish specific work or perform a task or any other activity.

A sub-contractor is a person or firm that undertakes a contract with a contractor to provide some portion of the work or services on a project which the contractor has agreed to perform.

The engagement of contractors is common where routine and non-routine work activities are required. This can involve high risk activities, such as working on critical process plant and equipment, or carrying out non-routine activities where there is a greater potential for harm if their work is not effectively managed.

Contractors need to be properly briefed on and understand the significant risks associated with the entity work activities for contractor employees to be able to work safely.

An entity has specific OSH requirements when engaging contractors which includes managing risks to their employees, contractor's employees and anyone else affected by the work activities.

## 2 Purpose and Scope

This Code of Practice (CoP) has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

This Code of Practice (CoP) defines the minimum acceptable requirements of the Occupational Safety and Health System in Sharjah, and entities can apply practices higher than, but not lower than those mentioned in this document, as they demonstrate the lowest acceptable level of compliance in the Emirate of Sharjah.

## 3 Definitions and Abbreviations

<b>Entities:</b>	Government Entities: Government departments, authorities or establishments and the like in the Emirate.  Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.
<b>Risk:</b>	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).
<b>Risk Assessment:</b>	The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends further control measures where required.
<b>Hazard:</b>	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).
<b>Competence:</b>	The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.
<b>Contractor:</b>	Every natural or legal person or an entity entrusted by an entity to accomplish specific work or perform a task or any other activity.

<b>Subcontractor:</b>	A person or firm that undertakes a contract with a contractor to provide some portion of the work or services on a project which the contractor has agreed to perform.
<b>Client:</b>	The entity or individual commissioning and funding the project, directly or indirectly.
<b>OSH:</b>	Occupational safety and health.

## 4 Responsibilities

### 4.1 Entity Responsibilities

- Ensure a detailed scope of work is provided for all work activities to be conducted by the contractor and any specific OSH requirements associated with the work activities are identified;
- Ensure that contractors selected are competent to perform the work activities safely and without risks to the health of those involved;
- Evaluate the OSH procedures of contractors before the engagement of their service begins;
- Ensure the contractor is provided with information on all known significant risks associated with the scope of work.

### 4.2 Contractor Responsibilities

- Plan, manage and supervise all work activities under their control;
- Provide employees with information, instruction, supervision and training on any significant risks present in the workplace;
- Inform the client of any safety and health related concerns.

## 5 Requirements

The entity and the contractor have responsibilities under the Occupational Safety and Health System in Sharjah (OSHJ System), both of whom shall manage the risks to employees and others.

The entity shall have a process of managing contractors, including but not limited to:

- Identifying OSH tender requirements;
- Selecting the contractor;
- Risk assessment;
- Contract award and mobilisation;
- Contractor management;
- Contract close out.

## 5.1 Identifying OSH Tender Requirements

The entity shall ensure that prior to the tender being issued, the following information has been identified, including but not limited to:

- A detailed scope of work activities;
- The minimum OSH requirements;
- A list of known significant OSH risks and hazards;
- Where high risk work activities are identified the entity may specify the criteria for contractors to manage these risks;
- The competency requirements for OSH management and supervision;
- Specific training requirements for the contractor's employees;
- Other requirements, such as periodic OSH site inspections and audits;
- Any requirements for sub-contracting.

## 5.2 Contractor Selection

When selecting a contractor, the entity shall ensure the following, including but not limited to:

- Competent to do the job safely and without risks to health. The degree of competence will depend on the work the contractor will be undertaking;
- Comply with the OSH requirements contained in the tender documentation;
- Comply with legal requirements;
- Have a system to adequately manage risks;
- Are able to demonstrate that adequate OSH resources are available to implement risk control measures;
- Have emergency procedures;
- Have a procedure for incident investigation;
- Can demonstrate previous safety and health performance, such as providing references/completing a pre-qualification questionnaire;
- Can verify safety and health training, certification and licensing, where required;
- Are registered in the SPSA System.

## 5.3 Risk Assessment

The entity shall have risk assessments for all the work activities they conduct. The risk assessment shall cover risks to contractors from entity work activities. The contractor shall also assess the risks for the contracted work and consider any risks from each other's work activities that could affect the safety and health of employees or others.

The entity shall also assess risks to employees and members of the public, due to contractors working on site. Adequate measures shall be jointly agreed to control risks before contractor work activities begin.

Further information on risk assessment can be found in OSHJ-CoP-01: Risk Management and Control.

## 5.4 Contract Award and Mobilisation

The entity prior to the contract mobilisation shall ensure the following, including but not limited to:

- Nominate a competent employee with adequate experience to be the main point of contact to communicate with and manage the contractor;
- Ensure all contractor employees have been provided with all relevant OSH information;
- Ensure that all the conditions/requirements specified in the contract document and other related documents prior to mobilise are in place;
- Ensure that legal requirements are met;
- Ensure that all contractor employees who will conduct work activities are competent.

### 5.4.1 Sharing OSH Information Between Both Parties

The entity and the contractor need to communicate with each other and ensure that the contractor and their employees have information on the following, including but not limited to:

- The significant safety and health risks present in the workplace;
- The control measures in place to deal with identified risks;
- Any hazards that the contractors work activities will introduce to the workplace;
- Emergency procedures.

The information should be provided in a language/s that the entity's, employees and contractor's employees understand.

### 5.4.2 Cooperate and Coordinate with the Contractor

The entity and the contractor must work together and coordinate the work activities, to ensure the work can be conducted safely and without risks to health. The cooperation and coordination can be achieved by conducting the following, including but not limited to:

- Regular meetings;
- Joint site visits and inspections.

The level of cooperation and coordination needed will depend on:

- The work activities being conducted;
- The number of contractors and/or subcontractors involved;
- The risks involved.

### 5.4.3 Consulting with Employees

The entity shall consult with their employees on safety and health matters. Involving employees will help the entity make better decisions on the actual risks and the measures to control them. The entity shall involve employees in the process and consult with them on the following topics, including but not limited to:

- How the contractor's work will affect their safety and health;
- Information and training;
- Ensuring they know how to raise any OSH concerns they may have about the contractors and their work.

Further information on consulting with employees can be found in OSHJ-GL-23: Employee Consultation Communication and Involvement.

## 5.5 Contractor Management

The entity needs to decide how to manage contractors' work. The control measures put in place should be consistent with the level of risk, including but not limited to:

- Define who is responsible for the work activities being conducted;
- Nominate employees with adequate experience to supervise the contractors' work activities;
- Establish how the work activities will be conducted and what OSH precautions will be taken by contractors, including:
  - Identifying equipment that can or cannot be worked on or used;
  - The personal protective equipment that is to be used and who will provide it;
  - The safe working procedures, including any permits-to-work;
  - The arrangements for stopping the work, if there are serious safety and health concerns;
  - Arrangements for reporting incidents and hazards;
  - Arrangements for managing emergencies.

Once the work activities have started, the entity shall check on how the work is proceeding against what has been agreed, including but not limited to:

- Performing regular checks to ensure the control measures agreed are implemented;
- Conducting investigations if things go wrong, to establish what went wrong and what can be done to prevent reoccurrence;
- If any variation in the scope or change of method statement requires that: hazards are identified, risks assessment conducted and control measures are in place prior to the start of the work.

Once the contractors work activities are completed, there are benefits in reviewing and learning from any lessons learned to improve OSH performance in the future.

## 5.6 Closing Out the Contract

Once all the work activities have been completed the entity shall review the contractors OSH performance, including but not limited to:

- The planning of the tender process;
- The selection of the contractor;
- The work activities performed;
- The effectiveness of the OSH management and supervision.

Information gathered from this review can be recorded and used for future engagement of contractors.

## 6 Training

The entity shall provide training to employees in languages and in a format that employees understand, including but not limited to:

- How to evaluate contractors OSH tender documentation;
- How to select contractors based on their OSH competency and past performance;
- How to supervise and monitor contractors OSH performance.

Periodic refresher training shall be conducted to ensure employees competency is maintained, including but not limited to:

- Where training certification has expired;
- Where identified as part of a training needs analysis;
- Where risk assessment findings identify training as a measure to control risks;
- Where there is a change in legal requirements;
- Where incident investigation findings recommend refresher training.

The entity must record and maintain accurate training records of OSH training for employees.

Further information on training can be found in OSHJ-GL-26: Training and Competence.

## 7 Emergency Preparedness and Response

The entity shall be prepared for any emergencies that may occur when contractors are conducting work activities, including but not limited to:

- If contractors are working under a permit to work the emergency arrangements must be checked prior to the commencement of the work;
- That any situations that may require joint response to emergencies are adequately planned and coordinated, such as rescue from height;
- The appointment of emergency response personnel who can take charge and make decisions on behalf of the entity during an emergency and liaise with emergency services;



- Provide emergency response personnel who are familiar with the work area ensuring the prompt evacuation of the workplace in the event of a fire;
- Provide adequate firefighting and first aid equipment for the type of work being conducted;
- Employees and contractors' employees are trained in emergency response, including information of first aid arrangements and where first-aiders, first aid equipment and facilities are located;
- Employees are appointed as first-aiders and available at each location and during each working shift where work is being conducted.

The contractor shall ensure emergency arrangements are:

- Adequate for the work activities being undertaken;
- Coordinated with clients emergency arrangements to ensure and joint response is planned, coordinated and effective;
- In place prior to the commencement of the work under a permit to work system.

Further information on first aid can be found in OSHJ-CoP-16: First Aid at Work.

Further information on developing an emergency plan can be found in OSHJ-CoP-18: Emergency Preparedness and Response.

## 8 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-CoP-16: First Aid at Work

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-GL-23: Employee Consultation Communication and Involvement

OSHJ-GL-26: Training and Competence

## 9 Document Amendment Record

<b>TITLE</b>	OSH Control of Contractors		
<b>DOCUMENT AMENDMENT RECORD</b>			
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