

OP25 – Control of Contractors

What is this?

This is a written procedure that outlines what is required to ensure that contractors working for the company understand and comply with the environmental standards that are operated by the company.

What does the responsible manager have to do?

The responsible manager must ensure that:

- Prior to the commencement of any work, all contractors are deemed competent to carry out the tasks required and have appropriate controls in place to ensure effective environmental management. (See health and safety procedure – Control of Contractors for the pre-vetting procedure)
 - All contractors receive a specific site induction where they will be asked to submit relevant information and are issued with relevant company policies and procedures (including environmental policy, environmental impact assessment, and appropriate operational and emergency procedures). The contractor signs the relevant paperwork to acknowledge their understanding of the site rules and procedures
 - Regular monitoring takes place to review the contractors' performance
 - Any contractor failing to comply with the requirements of the company in relation to environmental management are immediately escorted off site
 - Incidents or complaints are recorded on the appropriate forms.
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What do employees have to do?

All employees must ensure that:

- All contractors are abiding by the site rules in relation to their environmental responsibilities
 - Any contractor who disregards the environmental procedures on-site are reported to the responsible manager immediately
 - They report any issues or concerns to the responsible manager immediately.
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Associated documentation

EMS Section

- Operational Control

Form

- EF03 – Internal Communication

Health & Safety Risk Management System

- Control of contractors

