

Contractors Management in Occupational Safety & Health Perspective

Do you know managing occupational safety and in health (OSH) at the workplace has become increasingly more important due to higher stakeholders' expectations especially in the industrial revolution 4.0?

Have you equipped the skills and knowledge to manage contractors using efficient ways that serve the industrial revolution 4.0?

Introduction

More companies are outsourcing their works to third party, i.e. contractors due to their focus on core production activities. Project and maintenance works, especially those which require specialist skills such as confined space entry, heavy lifting and scaffolding are normally contracted out. These works are normally contracted out to specialist contractors who have the required skills, knowledge and equipment to perform the job. If the contract established between the client and contractor does not contain clear OSH requirements, it may expose contractors' workers to the hazards and risks associated with the work. Whenever there is an accident, it is normal that those involved will blame each other if their roles and expectations were not specified in the contract. Some of the issues that may arise are who is responsible for specific OSH requirements such as Hazard Identification, Risk Assessment and Risk Control (HIRARC), gas testing, site supervision, etc. Under Occupational Safety and Health Act 1994 (OSHA 1994), employers or client who issue a contract has a duty or responsibility to provide as far as practicable, a safe and healthy workplace, including welfare for his staff and contractors involved in the works. It is important for all employers or clients to take all practicable steps to manage hazards and risks as early as possible before the issuance of the contract. The contract should specify all OSH requirements, roles and responsibilities of client and contractor, interfaces and manner in which all OSH hazards and risks should be managed at every stage of the contract. It is a known fact that good OSH management in contracts will reduce the overall costs, increase quality and productivity of works as well as protecting the safety and health of workers.

Program Objectives

This training aims to:

- Explain the importance of OSH requirements in a contract
- Define minimum OSH requirements including OSH plan at each stage of a contract
- Define the roles and responsibilities of employer or client and contractor on OSH management

Learning Outcomes

After completing this program, participants should be able to

- Conduct the complete cycle of contract management from planning, tender documentation, tender award, commencement, execution, and completion.
- Follow the industrial best practice on contractor management

Who should attend?

Non-managerial, First-line management, and anyone who needs to acquire knowledge in occupational safety and health

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>Introduction to Contract Management</p> <p>The introductory module helps the participants to understand the purpose, objectives and scope of contract management, interpretation, legal requirements, the general duties of employers and self-employed persons to their employees, the general duties of employers and self-employed persons to persons other than their employees, the duties of an occupier of a place of work to persons other than his employees and the OSHAS 18001 / MS 1722 Requirement.</p>
10.30am-11.00am	<p>Morning Break</p>
11.00am-1.00pm	<p>Overview of OSH Contract Process: Planning</p> <p>In this module, the participants would understand and know how to read the scope of work, identify the list of hazards and the contract period for the whole project management. The planning stage is the most important stage to ensure the efficiency and effectiveness of contractors are achieved.</p>
1.00pm-2.00pm	<p>Lunch</p>
2.00pm-3.30pm	<p>Overview of OSH Contract Process: Tender Documentation</p> <p>This module helps the participants to prepare the tender documentation by the client , how to conduct the contractor OSH capabilities assessment, managing the OSH Cost and managing tender proposal by the contractor</p>
3.30pm-4.00pm	<p>Tea Break</p>

4.00pm-5.00pm	Overview of OSH Contract Process: Tender Evaluation and Award In this module, the participants would learn how to conduct tender evaluation and review and learn the methodology on how to deal and manage a tender award.
Time	Day Two
9.00am– 10.30am	OSH Contract Process in Commencement The participants would be exposed to the requirement and techniques on how to handle Pre-Commencement meeting and the commencement audit. These skills are essential to ensure the success of contractors management.
10.30am-11.00am	Morning Break
11.00am-1.00pm	OSH Contract Process in Execution In this module, the participants would learn how to conduct inspection and OSH Audits/Reviews during the execution process. In addition, the participants would learn how to produce an OSH Regular Report
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	OSH Contract Process in Completion The participants would learn how to deal with the completion Activities and prepare the final evaluation and close-out report. This process is essential to ensure the contractors' management is complete.
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	Contractor Management Best Practices In this module, the participants would have been exposed to the example of OSH Capabilities Questionnaire, OSH Bill of Quantities, OSH Plan Content and OSH Regular Report.