

Guidance for monitoring contractor activity on site—Appendix 12

Project Reference/Title/Location:				
Name of Contractor /Company:				
Date and Time of Visit:				
UHB Contact/Supervising Officer:				
		Yes	No	N/A
1	Are all contractors working to the agreed safe system of work?			
2	Are all personnel on site inducted, signed in and wearing ID badges?			
3	Is the job being adequately supervised?			
4	Are all emergency escape routes accessible at all times during the works?			
5	Is appropriate PPE being worn at all times by all contractors?			
6	Is all electrical equipment being used either battery operated or 110v CTE?			
7	Do all portable/transportable electrical equipment, pressure systems & climbing safety equipment have the appropriate certification?			
8	Are appropriate permits to work in place and being adhered to for any high risk activities? (*see list below)			
9	Does the job include work on the building fabric, services, in risers or ceiling voids (buildings before 2000) and has the asbestos database been checked?			
10	Are all COSHH materials being used and stored in accordance with risk assessments and Material Safety Data Sheets (MSDS)?			
11	Are all contractors on site adhering to the NO SMOKING policy?			

If there is a procedural breach

1. First minor breach – verbal warning
2. Second minor breach – written warning and suspend work until resolved
3. Third minor breach – suspend work and refer to relevant senior manager

If there is a significant breach causing imminent risk of serious injury

1. First significant breach – suspend work and refer to relevant senior manager
2. Second significant breach – contractor approval revoked

* Please note that higher risk activities will require more intensive monitoring . Higher risk activities include:

- Confined space work
- Hot work (welding, flame/spark producing tools or activities)
- Work at height (above 2 metres)
- Interrupting or disturbing services (medical gasses, electrical, air, steam, hydraulics)
- Work on the fabric of the building or on services, in risers and ceiling voids
- Excavation work
- Work with ionising radiation