

# **Safe Maintenance**

**Saves Time >> Saves Money >> Saves Lives**

**Dangers**  
lurk in every workplace

Questions: Managing contractors in your organisation

Think about your current practice when working with contractors. Choose the response that most closely matches what you do know. Put down what actually happens, not what you think should happen.

1. We always know who's on site.
  - (a) yes
  - (b) most of the time
  - (c) occasionally
  
2. There has never been a major incident or accident involving contractors on site.
  - (a) true
  - (b) don't know
  - (c) false
  
3. We assess contractors' competence in health and safety and check for evidence before they get the job.
  - (a) always
  - (b) usually
  - (c) sort of
  
4. We look into contractors' procedures for health and safety to make sure they can fit in with ours.
  - (a) always
  - (b) usually
  - (c) sometimes
  
5. We plan for the contractor's job and assess the hazards at each stage.
  - (a) always
  - (b) some of the time
  - (c) it's been known to happen
  
6. We inform them of the hazards on site and of our emergency procedures before they start.
  - (a) without fail
  - (b) usually
  - (c) rarely

**Want to Know More?** Additional information is available from the HSENI website [www.hseni.gov.uk](http://www.hseni.gov.uk) or via the helpline number **0800 0320 121**

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7. We keep track of their progress until the job finishes.
  - (a) always
  - (b) sometimes
  - (c) rarely
  
8. After the job, we talk to the contractor about the work, including health and safety. If necessary, we keep records.
  - (a) always
  - (b) sometimes
  - (c) rarely

## SCORING

Add your scores -      (a) = 8              (b) = 5              (c) = 1

If you scored between:

56-64 - Very effective

You are doing well. Identify what you might improve and do it!

35-55 – Need to improve

In theory, you are halfway there. You still need to develop procedures in some areas. Make sure your procedures are followed by all employees. List the urgent and important matters to work on. Use the action plan overleaf.

8-34 – Need to start

Top marks for honesty. Perhaps the questions have helped you to identify some shortcomings. If there are urgent developments needed, plan them using the action plan overleaf.

Your goal is to be able to answer (a) every time. No one says it is easy. But your goal is good practice. And you will find much of it is plain common sense.

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