

CONTRACTOR HEALTH AND SAFETY POLICY

Introduction

Employ My Ability (EMA) places great importance on Health and Safety matters and undertakes to conduct its business in such a way as to ensure the health, safety and welfare of all its employees, students, visitors and general public.

EMA utilises contractors for a wide range of tasks although responsibility for an undertaking of work can be transferred to the contractor, responsibility for Health and Safety cannot.

The Policy

Contractors carrying out work on behalf of EMA must ensure that they work in accordance with health and safety legislation. It is the contractor's responsibility to identify and demonstrate compliance with all legislation when tendering for work and when undertaking it.

A contractor's health and safety performance must equal or better the standards set by the Company.

All contractors must provide EMA with information on any matter that may affect health and safety while working for the Company.

The health and safety performance of contractors will represent a decisive factor used in their selection.

The appointing manager is responsible for ensuring that the contractor is competent and will not put at risk the safety of staff or visitors.

The manager must:

- Inform the contractor of this policy.
- Obtain method statements and risk assessments for the contractor.
- Assess the contractor's ability to undertake work safely.
- Ensure that there are adequate arrangements for monitoring the safety performance of contractors while the work is in progress.
- Have arrangements in place for taking action where the contractors fail to perform to agreed standards.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.