



Contractor Management

Presenter: Heidi Jamieson, Manager, Course Design & Delivery, ASCA

Overview

- What Contractor Management is and is not...
- Responsibilities
- Safety Expectations
- Contractor Management Process
- Results

Actionable Takeaways

1. Pre-Qualification of Contractors

- **What it means:** Ensure contractors have the necessary skills, experience, and safety records before hiring.
- **Actionable takeaway:** Develop a checklist for evaluating contractor qualifications (e.g., licenses, insurance, safety programs).

2. Clear Contracts and Safety Expectations

- **What it means:** Define roles, responsibilities, and safety obligations in writing.
- **Actionable takeaway:** Include safety expectations in contracts and ensure contractors understand their obligations.

3. Training and Orientation

- **What it means:** Provide site-specific safety orientation to contractors to align them with your organization's procedures.
- **Actionable takeaway:** Create a standardized orientation process for all contractors to ensure they know the rules and risks of the work site.

4. Communication and Coordination

- **What it means:** Establish ongoing communication between your team and contractors to align them with project expectations and to foster collaboration towards overall site health and safety.
- **Actionable takeaway:** Schedule regular safety meetings with contractors and encourage open dialogue on the project, and health and safety matters.

5. Monitoring and Supervision

- **What it means:** Actively monitor contractor activities to ensure compliance with safety standards.
- **Actionable takeaway:** Assign a site supervisor or safety leader to regularly check contractors' adherence to safety practices, documentation and agreed upon deliverables.

6. Incident Response and Reporting

- **What it means:** Ensure that contractors are aware of how to report incidents and respond to emergencies.
- **Actionable takeaway:** Implement an incident reporting system that contractors are trained to use, and practice emergency drills.

7. Post-Job Evaluation

- **What it means:** Review contractor performance at the end of a project to assess compliance and deliverables.
- **Actionable takeaway:** Conduct a post-project evaluation and debrief with contractors to identify lessons learned and opportunities for improvement.



Focusing on these key areas can help achieve the overall goal of a safe successful project.