

Health, Safety and Wellbeing topic - Control of Contractors

Things to look out for



Have you identified all aspects of the work you want the contractor to do?



Have you included the health and safety implications of the work in the job specification?



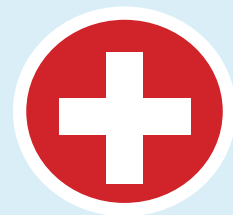
Have you consulted colleagues about the work and how they can raise any concerns?



Have you assessed the risks of the work and agreed action to control the risks with the contractor?



Have you provided the contractor and their employees with info about the risks from NHSBT work



Have you provided the contractor and their employees with your emergency procedures?



Are arrangements in place with the contractor to coordinate your activities during the work?



Have you identified who will be responsible for the work and your expectations?



Do you know what is required to comply with the Construction (Design and Management) Regulations 2007?



Have you agreed how the job will be reviewed to learn any lessons from it?



Have you identified who will supervise the work and how?



Are arrangements in place to keep a check on how the work is going against expectations?

A behavioural safety observation is the key to identifying hazards in the way people carry out tasks before an accident happens.

The idea is to visit your team and observe the work for a few minutes, identifying things that are good as well as bad and then discuss the points with your team. The information on the other side of this sheet may provide some guidance on what to look for.

Below is advice on how to carry out the conversation and what to look for in the observations.

Introduce yourself

- Advise the observee who you are if they don't know and why you are there
- Advise all observations are anonymous
- Watch the whole process you are observing
- Record good and poor practice
- Only interrupt if there is an immediate danger of injury or worse

Immediate feedback

- Feedback directly to the person you have observed
- Reinforce POSITIVE behaviour by telling them what they did well
- Have an open and honest conversation with the observee

Do this by asking the right question in the right way

- Highlight what they have done correctly and present any issues as a question for them to answer:

Q. Does everyone do it that way?

Q. What is slow / inconvenient uncomfortable about doing that safely?

Q. What is the worst thing that could happen with that approach?

Q. How would that affect your spouse, children, partner, children, friends, colleagues?

Q. What could be done to address the issue highlighted?

Date	What was observed?
What went well?	
What didn't go well? - Please report all issues as near misses	
What could be better?	
How can we improve?	