


OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS INDUCTIONS/ AUTHORISATION H&S	E&CS03	Rev. 4	
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	Owner: C Harrison		

TO BE READ IN CONJUNCTION WITH E&CF21 PERMIT TO WORK PROCEDURE

1.0 PURPOSE

The procedure outlines the method by which the Contractor Induction process shall take place to ensure compliance with Health and Safety legislation, to discharge the Health and Safety responsibilities of the University of Lincoln and for contractors to protect each other, their workforce and anyone else (e.g. visitors and other members of the public).

2.0 GENERAL

This procedure shall apply to all work activities where a Contractor is required to carry out work for, or on behalf of the University of Lincoln.

Contractors will not be allowed to work on any University of Lincoln property until they have been provided with an induction as per E&CS05 evidenced by a signed form (last page of E&CS05).

Any reference to Contractor shall include any organisation, consultant or person, engaged in work for the University of Lincoln Estates & Campus Services and who is not an employee of the University

2.1 Definitions

'Contractor' performs any work or service

'Requesting Officer' is a permanent member of E&CS Staff or consultants acting upon our behalf, requiring work that affects University of Lincoln premises.

3.0 PROCEDURE

3.1 Induction

3.1.1 'Induction' is a formal process of providing information on Health and Safety requirements related to the work (and or area where the work is to take place) which is carried out prior to the commencement of the work.

3.1.2 The Requesting Person is responsible for the induction of the Contractor unless they are a consultant employed by the University of Lincoln, in which case it should be notified to the E&CS department compliance officer to ensure that a site induction is carried out and a written record kept, they should ensure that it is completed before the Contractor starts work.

3.2 Induction content should include, but is not limited to the following:

3.2.1 Provision of the Universities Health and Safety Policies.

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- 3.2.2 Provision of the Contractor health and Safety Requirements.
- 3.2.3 Project Information.
- 3.2.4 Asbestos Information.
- 3.2.5 Emergency arrangements.
- 3.2.6 Access arrangements.
- 3.2.7 Communications arrangements.
- 3.2.8 Permits to Work requirements.
- 3.2.9 Welfare arrangements.
- 3.2.10 Work equipment.
- 3.2.11 Work at height.
- 3.2.12 COSHH
- 3.2.13 Personal Protective Equipment.
- 3.2.14 Work method agreed to by both parties
- 3.3 Upon completion of the induction, the Contractor should be issued with a visitor/contractor ID Badge which they should display and/or must be able to produce at any time as evidence of being an official contractor for the University of Lincoln.
- 3.4 The induction shall be signed off by the Contractor to confirm that the induction has been received and understood.
- 3.5 The Contractor Induction (signed) record will be filed be recorded electronically by the E&CS Planon Administrator.
- 3.6 The original is to be retained by the Contractor.
- 3.7 Once the induction has been carried out and method statements agreed, they should be scanned in after signature by the person carrying out the induction and forwarded to charrison@lincoln.ac.uk for his records along with supporting method statements.

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3.8 The E&CS visitor/Contractor ID Badge is only valid for the day of issue and must be renewed each working day either from the estates office (during normal working hours) or from the security office at weekends or out of hours..

Related Documents:

E&CS05 - Contractor Site induction pack
E&CS06 - Control of Contractors
E&CS21 - Permits to Work