

**C M Ward Ltd**

# Sub-Contractor and Supply Chain Selection Policy

**Approved by:** Callum Ward

**Job Role:** Company Director

**Signed:** *Callum Michael Ward*

**Date:**

**This policy must be reviewed by the following date:** Nov 13, 2024

<b>Company Name:</b>	C M Ward Ltd
<b>Approved By:</b>	Callum Ward
<b>Review Date:</b>	Nov 13, 2024

## Sub-Contractor Selection

C M Ward Ltd may utilise sub-contractor labour on an as-required basis to perform specialist activities or for labour only support during periods of increased workload.

All Sub-Contractors are required to be:

- Competent to carry out the work for which they may be engaged;
- Provided with all the information they require to plan for the health, safety and welfare of their employees and anyone that could be affected by their work;
- Able to carry out any work in a manner that protects the health and safety of all who may be affected by the work.

Subcontractors are selected according to our subcontractor requirements and pre-works questionnaire. We require relevant health and safety documentation, including training certificates, policies and insurances, along with project specific risk assessments and method statements for each contract awarded. The supplied documents will be reviewed to assess the competence of the subcontractor, along with ongoing monitoring processes (Labour only Sub-Contractors are excluded from providing Operational documentation).

Employees of subcontractors shall be trained and competent for any task that they are to undertake. Proof of their having received suitable safety training shall be provided to site management, before being allowed to start work.

The Company Director is responsible for approving subcontractors.

Subcontractors are responsible for providing risk assessments and method statements for the work for which they are engaged. Where work involves the use of hazardous substances, COSHH assessments must be accompanied by suppliers' safety data sheets (SDS), and copies of any atmospheric monitoring carried out as required by any COSHH assessment must also be supplied.

Subcontractors are responsible for providing evidence that persons working for them are suitably qualified and have received health and safety training.

When required to do so, subcontractors must release their employees to attend Site Induction and Toolbox Talks. The subcontractor is also responsible for ensuring that all persons under his control are aware of the following:

- Site Fire Procedures.
- Site First Aid Arrangements.
- Site Rules.
- Welfare Arrangements.

Subcontractors must ensure that all equipment used when working on behalf of the company is fit for the intended purpose and in a good state of repair and that persons that will use it have received suitable training. Where equipment is subject to statutory inspection, copies of the most recent examination certificates must be provided. This applies to equipment owned by the subcontractor and equipment obtained on hire.

<b>Company Name:</b>	C M Ward Ltd
<b>Approved By:</b>	Callum Ward
<b>Review Date:</b>	Nov 13, 2024

Where a subcontractor will be using highly flammable liquids, liquefied petroleum gasses (LPG) or compressed gas cylinders they are responsible for providing safe storage for these when they are not in use.

Subcontractors are responsible for providing, maintaining and enforcing the use of any personal protective equipment (PPE) needed by persons working for them, however our policy is also inline with the Personal Protective Equipment (PPE) at Work (Amendment) Regulations 2022 and extends to limb (b) workers.

Where the use of specialist equipment such as harnesses, fall arrest equipment and self-contained breathing apparatus is required, the subcontractor is responsible for providing copies of training certificates for all persons that will use such equipment.

Unless agreed in writing beforehand, subcontractors are responsible for ensuring that persons working for them have access to suitable first aid arrangements.

Unless agreed in writing beforehand, subcontractors are responsible for making arrangements for the safe disposal of any waste arising from their work, in accordance with current legislative requirements.

A post-contract assessment will also be carried out on completion of each project for the purpose of reviewing and improving both our own, and subcontractor's performance. Subcontractors performing badly on the grounds of health and safety, quality, communication or delivery will be notified of a need for improvement. Recommendations for removing from our approved list may be made depending on the extent of the issues identified.

## Key Documentation to comply with this Policy

Sub-Contractor selection internal audit pro-forma

Pre-Works Sub-Contractor questionnaire

Post-Works Subcontractor assessment

<b>Company Name:</b>	C M Ward Ltd
<b>Approved By:</b>	Callum Ward
<b>Review Date:</b>	Nov 13, 2024