

CONTROL MANAGEMENT SYSTEMS

ADVICE FOR PLANNERS

Many companies hire other companies and contractors to provide expertise or resources in order to get the work done. How the work is done can affect both the companies' and the suppliers' bottom line - costs, efficiency, reputation and performance. That is why Enform worked with cross-industry association members to develop a Contractor Management Systems Guideline. A copy of the full guideline can be found at http://ww2.enform.ca/safety_resources/publications/guidelinesandbestpractices/contractor_management_systems.aspx

The Contractor Management System

Guideline applies to all types of projects undertaken by small, medium and large companies in the upstream oil and gas industry. Investing the time and effort required to adopt it makes good business sense.

Protect Yourself

Inefficient, incomplete or inconsistent contractor management practices greatly increase the risk of costly delays, incidents and hazards to health, safety, equipment and the environment. At worst they can lead to serious injury or fatality and an irrevocably damaged corporate reputation.

A Contractor Management System will help companies reduce risks by implementing a process to hire the right contractor or service provider to do the job with the right equipment and the right plan in place to ensure safe, efficient work practices.

Framework for Assessing Legal Responsibilities

1. Understand the Jurisdiction

2. Understand the workplace as defined by each provinces' legislation and the Canada Labour Code Part II (CLC)

3. Understand the Role that each workplace parties have accepted

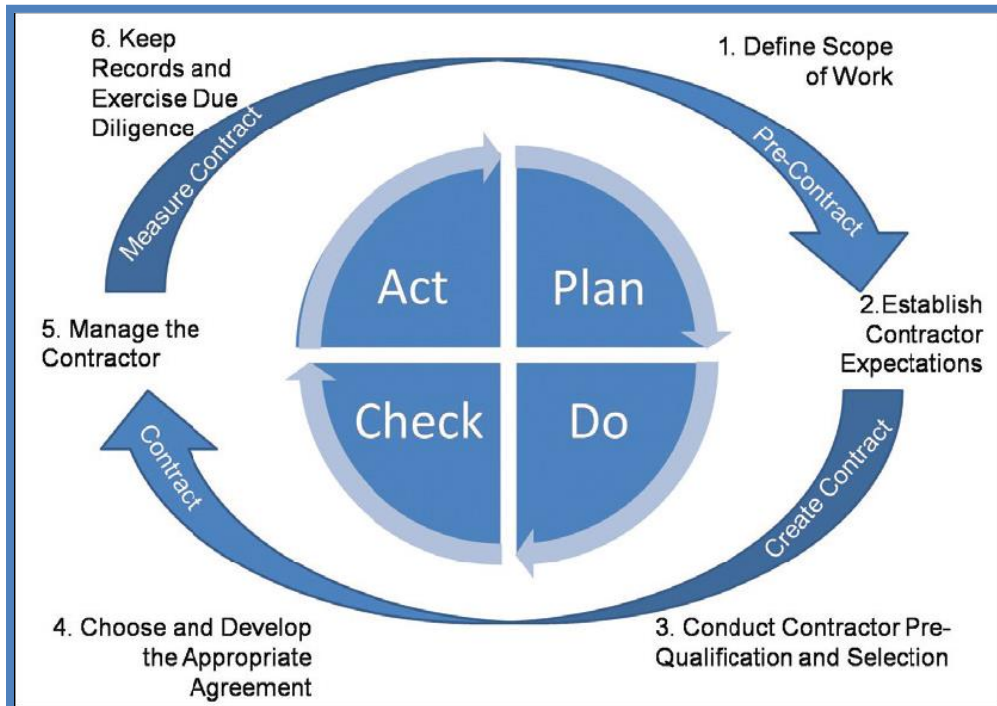
4. Understand the Responsibilities that each workplace parties have accepted

How to use the Contractor Management System Guideline

(http://ww2.enform.ca/safety_resources/publications/guidelinesandbestpractices/contractor_management_systems.aspx)

Review the six steps for successful hiring and management of contractor and service providers.

1. Define scope of work.
2. Establish contractor expectations.
3. Conduct contractor pre-qualification and selection.
4. Choose and develop the appropriate agreement.
5. Manage the contractor.
6. Keep records and exercise due diligence.



Compare the guidelines and action steps to your organizations process.

Use online tools and templates to form your customized system.

Adjust and revise as required.

Check out the Further Reading list from the Contractor management Systems Guideline

http://ww2.enform.ca/safety_resources/publications/guidelinesandbestpractices/contractor_management_systems.aspx for issues that are important for your organization.

PLAN AHEAD

Safety doesn't just happen. Plan for safe, effective results.

Make a list of the training and certification you expect any contractor or service provider to have, in addition to jurisdictional requirements / regulations.

Consider including the following categories:

- Company orientation.
- Requirement of compliance with known industry recommended practices.
- Supervisor competency and training.
- Safety training certifications (e.g. H2S Alive, First Aid, Workplace Hazardous Materials Information System, Transportation of Dangerous Goods).
- Trade-specific training and certification (e.g. journeyman apprentice).
- Special certifications (e.g. scaffolding, welding, quality control certification).
- Task-specific training (e.g. confined space entry, fall protection, B.C. tree fellers).