

Contractor and Contracted Services Training for the Company “Responsible Person”

Media: Instructor-led

Length: 2 days

Objectives: *Upon completion of this training program, participants will be able to:*
Define “contractor” and “contracted services.”
Complete checklists required via the contractor safety process.
Verify all contractor and contracted services documentation are complete, approved and enforced.
Understand roles and responsibilities of the location “Responsible Person.”
Fully implement the Company Contractor and Contracted Services Safety Standard.

Courseware: The course is divided into 10 modules which include PowerPoint overheads and group exercises.

Agenda:

Module 1: Introduction

Process map
Roles & responsibilities
Contractor safety plan

Module 2: Preparing a Scope of Work

Breakout exercise
Scope of work
Safety review process

Module 3: How a Contractor is Pre-qualified

Using the Forward (33.055) and the Pre-qualification questionnaire (33.055.1)

Analyzing the contractor’s responses

Module 4: Assessment & Contract Award

Risk assessment determinations
Conducting the site visit
Awarding the contract

Module 5: The Pre-Job Meeting

Reviewing the contractor’s safety plan
Relationships with work crew
Subcontractor requirements
Group exercise

Module 6: Specific Needs

Contractor orientation & training
Helpful hints

Module 7: Work Permits

High risk job activities which require permits
Electrical hazards and trenching
Environmental permits

Module 8: Monitoring & Auditing

Walk-through
Monitoring checklist

Module 9: Work Closure

Final meeting with contract management

Clean up inspection

Module 10: Wrap-up

Self assessment

Open issues

Feedback