

## G9 Appendix 1 THE USE OF CONTRACTORS- Evaluation process

The answers to the following questions will give a good indication of a contractor's management attitude towards health and safety, and may help you to select a suitable, safe, and reputable contractor. Positive responses from a potential contractor, along with evidence of their Health and Safety Policy, Risk assessments and previous health and safety performance, will enable you to evaluate (from a health and safety perspective) their suitability.

### HEALTH AND SAFETY POLICY

- Has the contractor got a Health and Safety policy?
- Does this commit the contractor to achieving high standards of health and safety and emphasise that deviations from these standards are unacceptable?
- Is the policy up to date?
- Is a director or partner named as having the final responsibility for health and safety?
- Are the responsibilities of managers, supervisors and employees made clear?
- Does the policy adequately cover the hazards of the proposed work?
- Are precautions and procedures detailed in the policy for managing these hazards?
- Does the policy state where they can call upon professional health and safety advice?

### PAST HEALTH AND SAFETY PERFORMANCE

- How many injuries/dangerous occurrences/diseases have been reported under the RIDDOR Regulations to the enforcing authority in the last 12 months?
- How many improvement or prohibition notices have they been served with in the last 5 years?
- Have they been prosecuted for a health and safety offence in the last 5 years?

### CONTRACTOR EVALUATION PROCESS

By using the relevant Contractors Evaluation form (Links below) you will be able to collect the answers to the above questions. You can email any Contractor a copy of the form, which they will complete and return to you.

For instructions on how to duplicate and send the relevant form, see G9 Appendix 2

### CONTRACTOR EVALUATION FORM

For Place directorate Contractor evaluations (LCC highways S278 Works **only**.) click [Here](#)  
For **all other** Contractor evaluations, click [Here](#)