

Course Title	Course Duration
SELECTION & CONTROL OF CONTRACTORS (Eco22)	½ DAY

Course Overview

If your organization manages contractors then your staff need to understand the health and safety issues. This course will clearly outline the legal responsibilities of all relevant parties and explore the practical application of these responsibilities with the course participants. The course will then examine the issues associated with the planning of work to be contracted out and the evaluation, selection, control and monitoring of contractors engaged to undertake the work. Although the main focus is on health and safety, the course will also explain how health and safety issues need to be integrated into your organization's functional management processes to ensure effective control of contractors.

Who Should Attend

This course is designed for all those with responsibility for employing or managing contractors, including:

- Property, facilities and maintenance managers
- Office managers
- Health and safety managers and officers
- Directors and managers of property companies

Other Requirements (e.g. Equipment needed)

The course will be class room based and the delegates will be tested at the end of the session on the content.

Course Content

The course is designed to enable delegates to acquire the knowledge and skills required when working and controlling contractors on site.

Covering:

- CDM Regulations
- Selection of Contractors
- Instruction that needs to be given to Contractors
- Training and Induction
- Monitoring the work conducted on site
- Reviewing the safe performance and efficiency of the Contractor
- Documentation required from Contractor

Course Outcome

Successful completion of this course will result in the issue of a certificate of attendance.