


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Contractor Management on-site.		Procedure No: 2
Date issued: 03.04.04	Last revised: 13.6.05	Revision No: 05.0
ISO 14001 reference: 4.4.6		
O M reference: None.		
Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 19 - Legislation Register Maintenance ▪ Procedure 1 - Communications ▪ Procedure 11 - Purchasing in-house ▪ Procedure 12 - Resources/Consumables ▪ Procedure 4 - Emergency response ▪ Procedure 9 – Site Management 		

1. Purpose

1.1 To define the methods by which contractors will be managed on-site.

2. Scope

2.1 This procedure covers the management of all contractors engaged by Vacman Cleaning Ltd while engaged in work on company /client sites.

3. Definitions


3.1 CDM compliance - the control of all work to meet the requirements of The Construction (*Design and Management*) Regulations 1994.

3.2 Duty of care - the requirement to exercise reasonable skill, care and diligence in the discharge of duties.

4. Responsibilities


4.1 Site/Contract Managers are responsible for ensuring that contractors are fully informed of the company's environmental policy and environmental management system and that their compliance is monitored.

4.2 It is the responsibility of all persons to ensure that they comply with the provisions of this procedure in so far as they relate to matters within their control.

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5. Procedure

- 5.1 The Site/Contract Manager shall ensure that all staff they employ in any work for the Company have sufficient knowledge and experience for the work being carried out and are capable of performing their duties in a manner compatible with the Company's environmental policy.
- 5.2 All contractors shall demonstrate that they have suitable management systems to control their site work and associated activities in accordance with Vacman's environmental policy and management system.
- 5.3 The Site/Contract manager shall ensure that all works undertaken conform to the requirements of Vacman's environmental management system, particularly where this relates to noise, dust, the use of hazardous substances, and the management of waste material. As appropriate, contractor activities should be supervised and monitored.
- 5.4 CDM compliance
- 5.4.1 In addition to site health and safety procedures relevant works will also be subject to the control and procedures of the Construction (*Design and Management*) Regulations 1994.
- 5.4.2 Health and Safety plans shall be developed to the satisfaction of the Site Manager.
- 5.4.3 The Contractor shall supply all relevant information for our Health and Safety Files for approval by the Managing Director before final completion.
- 5.5 Duty of care
- 5.5.1 All contractors shall be required to exercise reasonable skill, care and diligence in carrying out their work to minimise environmental impact.
- 5.5.2 All contractors shall be required to notify the client of any occurrences, hazards or risks of which they become aware, even if they do not relate directly to their own work, including evidence of significant leakage of water and discharges of harmful substances that could cause environmental damage.
- 5.5.3 No contractor will carry out any work that will expose any person to hazardous substances until a satisfactory assessment of the risk has been undertaken and suitable precautions put in place. Contractors must notify the site manager of any work involving substances covered by the COSHH Regulations for agreement prior to starting. Contractors are responsible for ensuring that appropriate COSHH risk assessments have been completed prior to substance use on any Vacman site.

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5.6 Contractor induction


- 5.6.1 All contractors working on-site will be made aware of the following prior to the commencement of work:
- a) Vacman's environmental policy and the need to prevent pollution; conserve resources, energy and water; and the need to minimise waste
 - b) who to contact in the event of a query about operation of the environmental management system
 - c) what action to take in the event of a spillage, environmental incident or other situation requiring an emergency response.
- 5.6.2 Local arrangements for ensuring compliance with this procedure will be documented and may include the use of 'permits to work'.
- 5.6.3 Documented records will be kept to demonstrate compliance with Paragraph 5.6.1. A sample is attached as Annex A.
- 5.6.4 Where a contractor operates under its own environmental policy, a copy of its policy will be retained on file by the site/contract manager.

6. Further References

- a) HSE Guidance Notes.
- b) Vacman Cleaning Ltd Health & Safety Notice HSN-14

7. Record Forms

Annex A – Sample contractor briefing record

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Annex A – Sample Contractor Briefing Record

Vacman Cleaning Ltd has implemented an environmental management system, which is designed to meet the requirements of the international standard ISO 14001. As a contractor working on site, this means you need to:

- support our environmental policy
- help us to achieve our environmental objectives and targets by conserving resources, energy and water and by minimising waste whilst on-site
- prevent pollution wherever possible
- follow any procedures in the environmental management system that are relevant to your activities in accordance with the Site Manager's instructions, for example, reporting or responding to an environmental incident
- support our Travel Plan (which aims to reduce the impacts of our travel activities) by minimising your journey's to and from our sites and by using environmentally preferable fuels, for example, low-sulphur
- on our sites, only use timber and timber products that have independent documentary evidence to prove that they have been sourced from sustainable and legal sources
- phase out the use of ozone depleting substances on our sites
- help us to comply with legislative requirements at all times.

We would also welcome any advice you can offer on how we could improve our environmental performance, for example, energy efficiency advice.

I have read the above briefing and agree to support the Vacman Cleaning Ltd's environmental management system, where relevant, whilst working on-site.			
Name:			
Signature:		Date:	
Company Name:			
Nature of work:			
Does the company operate under its own environmental policy?			<input type="checkbox"/> Yes <input type="checkbox"/> No

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