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## Managing Contractors



### Presented by:

Dr PETER SLINGER BSc LLB PhD MIOSH MCIEH

Dr Slinger has 20 years experience working in the field of Health & Safety. He has worked as a Health and Safety Inspector for numerous authorities in the UK and has gained professional qualifications in legal and technical fields. Peter has also worked as a Senior University Lecturer in Health and Safety, training future Inspectors entering the profession. He now works as a Health and Safety Consultant and acts as an expert witness in legal cases.

**Aim of the Course:** To enable managers to deal competently and effectively with the procurement and management of contracted services.

### Objectives:

- To explain the responsibilities of both the client and the contractor.
- To specify relevant contract clauses for Health & Safety conditions.
- To describe the type of information which must be provided to potential contractors.
- To prepare contractor selection criteria and objectively evaluate responses.
- To implement practical procedures for managing and monitoring contractor performance on site.
- To explain the need for monitoring, reviewing and recording of performance.
- To describe ways of dealing with non-compliance issues, using appropriate examples.

**Methods used:** PowerPoint presentations, small group work & individual exercises.

# Managing Contractors

## Course Programme

09.15hrs	Registration and coffee
09.30hrs	Introduction to manual handling.
09.45hrs	Health effects associated with poor manual handling.
10.15hrs	Manual Handling Operations Regulations 1992
10.45hrs	Break
11.00hrs	Assessing the key elements of manual handling operations.
11.15hrs	Video ~ <i>"Manual Handling: The Facts"</i>
11.30hrs	Safe lifting techniques.
11.45hrs	Using mechanical lifting aids.
12.00hrs	Practical exercises.
12.30hrs	Feedback and end of course review.

### Who should attend the course?

All staff who are required to select and manage contract work and services on behalf of their employer.

### Why should I attend this course?

The course will provide an overview of the legislative requirements for managing contractors and the responsibilities for different aspects of contractors' work. It will consider a wide variety of contract work, depending on what is appropriate to your organisation, ranging from construction and maintenance through to security, cleaning and waste disposal. The course is designed to be interactive, to facilitate discussion, and to explore practical methods of achieving compliance with legislation and industry best practice.

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