



Abu Dhabi Environment, Health and Safety Management System Regulatory Framework (EHSMS)

Code of Practice

AD EHSMS CoP 04 – Management of Contractors

Version 1.2

July 2009



الإدارة العامة للبيئة - أبوظبي
Environment Agency - ABU DHABI

Table of Contents

1.	Aims and Intent.....	3
1.1	Aims.....	3
1.2	Intent.....	3
2	Application and Implementation	3
2.1	Application.....	3
3.	General Requirements.....	4
3.1	Management of Contractors Process	4

Code of Practice – Management of Contractors

1. Aims and Intent

1.1 Aims

- (a) The aims of the CoP are to provide guidelines for the EHS management of contractors in the Emirate of Abu Dhabi;

1.2 Intent

- (a) The intent of the Code of Practice is that EHS performance is enhanced and maintained by:
 - (i) ensuring a systematic approach to the management of contractors so that the risks to health and safety of contractors, employees, the community and the environment are minimised.
- (b) The EHSMS Regulatory Framework defines a contractor (and/or sub-contractor) as a person, organisation, their employees or a nominated representative engaged to carry out a scope of works for the nominated entity in a contract for service arrangement.
- (c) For the purpose of the Abu Dhabi Emirate EHSMS Regulatory Framework the term contractor and sub-contractor are interchangeable.

2 Application and Implementation

2.1 Application

- (a) Nominated entities have an important leadership role in management of contractors and are encouraged to support the implementation of this CoP by:
 - (i) promoting to relevant stakeholders their involvement and compliance to the system;
 - (ii) promoting EHS performance improvements and successes; and
 - (iii) requiring all contractors and suppliers (that are assessed to pose significant EHS hazards and risks) to develop, implement and maintain management of contractor systems of their own.
- (b) Effective EHS management of contractor systems will promote a collaborative working relationship between clients, contractors and sub-contractors, and other relevant stakeholders resulting in improved:
 - (i) health and safety of employees and the public;
 - (ii) environmental performance; and
 - (iii) business productivity and profitability

- (c) The duties of a contractor at the workplace are to undertake the activities in a responsible and safe manner and as outlined in the scope of works and contract documentation.
- (d) The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site.
- (e) Working relationships will be significantly improved by clearly defining roles, responsibilities and accountabilities. Interactive communication between these parties will ensure effective working relationship.
- (f) All parties need to consider what information needs to be communicated and agree appropriate ways to make sure this is done. They need to exchange clear information about the risks arising from their operations, including relevant safety rules and procedures, and procedures for dealing with emergencies. This exchange of information shall include details of any risks that other parties could not reasonably be expected to know about.
- (g) Nominated entities shall ensure multi-disciplinary contractors' EHS system is appropriate for the specific scope of works.
- (h) The co-operation and co-ordination between the nominated entities and contractors will assist in minimizing risk to the Environment, Health and Safety.

3. General Requirements

3.1 Management of Contractors Process

- (a) To manage the health and safety risks arising from using contractors, the nominated entities need to implement a contractor management process, which includes:
 - (i) **Selection** - a procedure for the selection of contractors that includes scrutiny of their EHS systems for compliance;
 - (ii) **Contractual Agreement** - once selected, a contractual agreement is adopted between the nominated entity and the contractor that includes a clear scope of work and the nominated entities specific requirements for environment, health and safety;
 - (iii) **Co-ordination and Communication** - an agreed method of co-ordination of contractor's and nominated entities activities, with clear arrangements for communicating the EHS information and requirements to all relevant stakeholders;
- (d) **Mobilization / Work in Progress** – the process of mobilization and implementing work activities to achieve the successful completion of the scope of work; and

- (e) **Monitoring Performance** - The measures used to periodically evaluate contractor EHS performance against EHS requirements and goals.
- (b) **Selection:**
- (i) Nominated entities shall have a procedure for the selection of contractors.
 - (ii) This procedure shall include scrutiny of contractor's EHS systems for compliance.
 - (iii) In selecting contractors, nominated entities shall ensure, as far as is possible and appropriate, that contractors have appropriate EHS resources and competence to complete the requires tasks without risks to health, safety and the environment.
 - (iv) In making this assessment, nominated entities shall take into account the complexity of the scope of works to be completed and the level risks involved.
- (c) **Contractual Agreement:**
- (i) Nominated entities shall provide a clear scope of works to all contractors that shall include:
 - (1) EHS roles, responsibilities and accountabilities of all relevant stakeholders, including all contractors are clearly defined and communicated; and
 - (2) a chronological division of work to be performed under the contract (or subcontract) up until the completion of a project;
 - (3) a description in sufficient detail to enable prospective contractors to understand the complexity, potential hazards and level of risk of the work to be performed;
 - (4) the requirements of contractors in respect of EHSMS; and
 - (5) relevant project EHS documentation (eg. site safety plan, EHS procedures, permit systems and EHS policy).
- (d) **Co-ordination and Communication:**
- (i) Nominated entities which engage contractors shall allocate appropriate levels of planning, coordination and communication to the management of contractors.
 - (ii) Coordination activities may include:
 - (1) forward planning of work activities and tasks between contractors;
 - (2) risk assessment of work activities and tasks;
 - (3) participation in consultative activities (eg. EHS committee);
 - (4) employee welfare and transportation activities; and
 - (5) communication of EHS information (including hazard alerts, site safety alerts and incident reports).

(e) Mobilization / Work in Progress:

- (i) Nominated Entities shall, as far as is reasonably practicable, ensure:
 - (1) that contractors are performing work activities in a manner that is safe for employees and the community, as well as in a manner that protects the environment;
 - (2) that contractors have an approved EHSMS, or , if contractors do not have an approved EHSMS, then they shall induct and train contractors to adopt the nominated entities compliant EHSMS;
 - (3) that contractors are applying EHS systems and practices suitable for the work being carried out.

(f) Monitoring Performance:

- (i) Nominated entities shall, as far as reasonably practicable, monitor contractors' performance and compliance to EHS requirements, including: monitor contractors safety performance (EHSMS key performance indicators);
 - (1) monitor the performance of contractors to ensure that all EHS requirements are met;
 - (2) monitoring whether regular site inspections are conducted, if appropriate;
 - (3) monitoring compliance through audits of EHSMS, EHS procedures, etc.; and
 - (4) monitor and follow up on corrective action.
- (ii) In addition, nominated entities shall:
 - (1) review contractors EHS performance, incident reports, third party reports and complaints;
 - (2) hold EHS performance meetings with the contractor, when appropriate; and
 - (3) advise the contractor controls measures and non-conformance.

© Environment Agency Abu Dhabi 2009

This document is and shall remain the property of the Environment Agency Abu Dhabi. The document may only be used for the purposes for which it was intended. Unauthorised use or reproduction of this document is prohibited.

Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	A. G. Jukes					