

COURSE OVERVIEW

Contractor Management

TIMHS-102



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This course gives managers and facilities managers the practical knowledge and confidence to manage contractors safely and lawfully, from the first enquiry through to job close-out.

It's built for anyone who appoints, hosts or oversees contractors on site, not for the contractors themselves. Rather than repeating a code of practice, it walks through the manager's own responsibilities at each stage of the process: checking competence and insurance before work starts, briefing contractors on on-site hazards, issuing and controlling permits to work, managing high-risk activities such as hot work and asbestos, and responding correctly when something goes wrong.

Module 1: Your Duties

Contractors don't remove your responsibility; they extend it. When you bring external people onto your site, you take on legal duties for their safety, their work, and the risks they introduce.

- Explain why contractors on your site are your responsibility
- Name the main laws that apply
- Describe the consequences of getting it wrong
- Outline the contractor management lifecycle

Module 2: Before you appoint

Managing contractors isn't just about getting the job done; it's about ensuring the work is planned, controlled, and carried out safely from the very start.

- How to plan contractor work safely
- How to assess and appoint competent contractors
- How to review and challenge RAMS
- When CDM applies and what it requires
- How to brief contractors effectively

Module 3: On site

Managing contractors isn't just about getting the job done; it's about ensuring the work is planned, controlled, and carried out safely from the very start.

- The importance of managing arrival and inductions
- Why you should brief contractors on emergency procedures
- How to supervise work effectively
- Your right to stop work

Module 4: Your Duties

Permits to work are essential because they put a formal safety framework around high-risk or non-routine tasks.

- What is a permit to work, and what should it contain?
- When do you need a permit to work?
The permit lifecycle

Module 5: Hot Work

Hot work is one of the most common causes of workplace fires. Contractors know their tools, but you know you're building.

- Recognise hot work
- Permits to work for hot work
- Fire risks

Module 6: Asbestos

Asbestos is only safe when it's intact. Drilling, cutting or breaking it releases invisible fibres that lodge deep in the lungs and can cause fatal diseases decades later.

- Recognise where asbestos might be found
- Understand your responsibility to manage asbestos
- Licensed and non-licensed work

Module 7: When things go wrong and closing out

Accidents happen, conditions change, or work stops early. Responding in the moment and closing out the job properly keeps sites safe and under control.

- Understand what to do in the event of an injury
- Understand what is reportable
- Complete the closeout process with confidence

Suitable for:

Managers and Facilities Managers responsible for workplace safety, Business Owners who own and operate property, and Health and Safety Advisors.

Skills achieved:

- Contractor Management (Basic)

Related Resources:

- Contractor Selection Assessment
- Contractor Assessment
- Accident Management System Assessment
- Fire Safety Site Use Risk Assessment
- Hazard Vulnerability Risk Assessment
- Risk Management Audit

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

60 Minutes

Related Courses:

- Understanding Safety Management
- Accidents and Reporting
- Essentials of Protecting Employees
- Risk Management
- Fire Safety for Managers