

and Incidents

### South Tees Site Company Ltd, Teesside Management Offices, Redcar, TS10 5QW

Site Contractor Approval: 1 COMPANY DETAILS Company Name: Contact Name: Address: Position: Email: Post Code: Tel No: Tel No: Company Registration Number: CIS Registration 2. Scope of Company **NUMBER OF DIRECT EMPLOYEES:** Provide full scope of work to be undertaken at STSC Ltd: Does your company, as a policy, use the following: Consultants Yes/No Yes/No Agency Self Employed **Sub-Contractors** Yes/No Yes/No 3. Contractors using Sub-Contractors & Non-Direct Employees What is your process for the assessment and approval of sub-contractors and non- direct employees? How will your company manage/supervise the activities of sub-contractors & non-direct employees on our site? What work do you normally sub contract? e.g. specialist activities Does your insurance indemnity cover your Sub-Contractors, Agency Workers Yes/No & Self Employed? 4. Litigation In the last 7 years has your company faced complaint, litigation, prosecution or investigation by Regulatory Bodies, Employees or Yes/No Public? (Including Environmental Incidents). If yes, please provide details. 5. Accident Statistics **Accident Statistics Previous** Last Current **Comments** Year Year Year **Number of Employees** Number of Hours Worked Per Annum Number of Lost Time Injuries (1 day or more) Recordable Injuries (see STSC definitions on evidence sheet) Number of RIDDOR Reportable Accidents

### QUESTIONS

	1.	Name the company appointed H&S Adviser and list their relevant qualifications?
Section 1		
	2.	Please indicate the company's methods for communicating with employees on Health, Safety & Environmental awareness matters.
		TOOLBOX TALKS
		H&S BRIEFINGS Please supply an example for each ticked box
		□ NEWSLETTERS J
		OTHER Please state other:
	3.	What potential environmental impact will company operations, services, supplied plant, machinery, equipment or goods have on STSC Ltd
	3.	works or surrounding areas and what steps have/need to be taken to minimise impact?
		works of surrounding areas and what steps have freed to be taken to minimise impact:
	4.	Describe your arrangements for site visit inspections carried out by all levels of management (Directors, Managers and Supervisors etc.)
		Please supply a copy of a site visit report
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	5.	How are action plans developed to address any shortcomings that are identified/observed?
	6.	Describe the company procedure for the notification and registration of accidents? Please supply a copy of the accident book
	7.	Describe how you ensure that all accidents, incidents and near misses have been adequately and effectively identified, evaluated,
		investigated and corrective actions implemented? Please supply a summary and any corrective actions for any RIDDOR'S
	8.	Describe the company Health & Safety Improvement Plan? Please supply a copy
<u> </u>		
Section 2	1.	How are risk assessments and safe systems of work communicated to all members of the working party?
	2.	What is the planned programme of periodic reviews of RAMS?
	3.	Describe how risk assessments are reviewed following any notifications/incidents/accidents or events?

Section 3	1. How does your company manage training, competency of employees?							
		PROCEDURE						
		TRAINING MATRIX  Please comment and supply an example for each						
		□ INDIVIDUAL COMPETENCY CERTIFICATION <sup>→</sup>						
	2.	2. Are the operational employees employed by the company in possession of a relevant a safety passport or other qualification?						
		☐ CCNSG/ECITB ☐ EMSS ☐ S.P.A ☐ CSCS ☐ CPCS ☐ NOTS ☐ ALLMI ☐ IOSH MANAGING SAFELY						
		☐ IOSH WORKING SAFELY ☐ NEBOSH						
TRAINING		Please supply an example covering an employee						
TR/	3.	3. Are all supervisors employed by the company in possession of a relevant supervisor's safety passport or other qualification?						
		☐ CCNSG/ECITB SUPERVISORS ☐ IOSH MANAGING SAFELY ☐ NEBOSH CERT/DIPLOMA ☐ SSSTS ☐ SMSTS						
	Please supply an example covering one supervisor							
Section 4	1.	How does the company identify any personnel who require medical screening/surveillance to satisfy statutory requirements?						
		BA ASBESTOS OTHER – Please describe						
	Describe the arrangements the company has to ensure effective provision is made for staff at higher risk?							
		and an additional and a company that the choice of control of the						
	☐ YOUNG PEOPLE ☐ RETURN TO WORK INTERVIEWS ☐ EXPECTANT MOTHERS ☐ LANGUAGE/LEARNING DIFFICU							
₹.		Please comment and supply the relevant policies						
ELFA	3.	How does the company ensure all employees are issued with the appropriate PPE and is it maintained and replaced?						
EE WELFARE								
EMPLOYI	4.	How does the company audit or monitor compliance with PPE requirements?						
Σ								
_		□ SITE VISITS						
		AUDITS						
		PPE RECORDS Please provide examples						
		REPLACEMENT PROCEDURES						
Section 5	1.	Describe how the company carries out periodic inspections and maintenance of equipment and tools?						
Z		□ PAT TESTING						
Σ		CALIBRATION Please provide examples						
QUIL		☐ LIFTING EQUIPMENT						
⊗ ⊞	2.	Describe your system for making sure all non-conforming materials, equipment and tools are immediately taken out of operation, tagged						
TOOLS & EQUIPMENT	and quarantined for inspection, servicing, disposal or replacement?							
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Please add further information, documen		lop the understanding of your o	company
that may have not been covered in this pa	aperwork:		
COMPLETION OF THIS FORM IS THE IN	IITIAL AND AN ESSENTIAL ST	ED IN THE DDOCESS OF BECC	DAING AN
APPROVED SUPPLIER TO STS	CLID – ALL INFORMATION	WILL REMAIN CONFIDENTIA	L
Company Declaration			
	an accurate representation of o	ur Companios Hoalth Safoty &	
I confirm that the information provided is a	an accurate representation of o	ur companies nearm, safety &	
Environment procedures.			
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Contract Company Responsible Person	Signature	Position	Date

## **Evidence Sheet**

STSC Ltd require copies of all documents/information listed below unless they are not applicable. Failure to provide will result in STSC Ltd rejecting your submission for approval to work on site.

Question	Supporting Evidence	Copy Provided
Company Details	Insurance Certificates	
Company Details	Health & Safety Organisation Chart	
Management Systems	ISO9001/14001/OHSAS 18001/VCA/SCC	
Health, Safety & Environment – Sec 1	Signed Health & Safety Policy	
Health, Safety & Environment – Sec 1, Q 2	Toolbox Talks/H&S Briefings/Newsletters/Other	
Health, Safety & Environment – Sec 1, Q 3	Environmental Policy	
Health, Safety & Environment – Sec 1, Q 4	Site Visit Report	
Health, Safety & Environment – Sec 1, Q 6	Accident Book	
Health, Safety & Environment – Sec 1, Q 7	RIDDORS – Summary & Corrective Action Report	
Health, Safety & Environment – Sec 1, Q 8	Health & Safety Improvement Plan	
Risk Assessment – Sec 2, Q 1	Risk Assessment & Method Statement	
Training – Sec 3, Q 1	Procedure, Training Matrix	
Training - Sec 3, Q 2 & 3	Employee Safety Passport & Supervisors Passport	
Employee Welfare – Sec 4, Q 2	Relevant Policies	
Employee Welfare – Sec 4, Q 3	PPE Records, Procedures	
Tools & Equipment – Sec 5, Q 1	Periodic Inspection Report	

# **Accident Statistics (STSC Ltd Health and Safety definitions)**

### **Recordable Injury**

A recordable injury is a: Fatality - a recordable, work-related fatality

- *Or* Days away from work injury a work-related injury other than a fatal injury which results in a person being unfit for work on any day after the day of occurrence.
- *Or* Restricted workday injury A work-related injury other than a fatality or days away from work case which results in a person being unfit for full performance of the regular job on any day after the occurrence.
- *Or* Medical treatment case Case that is not severe enough to be reported as fatality or lost time injury or restricted workday case but is more severe than requiring simple first aid treatment.

Any injury, accident or incident that has been reported to the HSE or Environment agency under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995. (RIDDOR).

#### A lost time injury is a:

Work-related injury other than a fatal injury which results in a person being unfit to perform any regular job or restricted work on any day after the occurrence.