



Health and Safety

STAN-036 – Supplier Health & Safety Obligations

Sponsor:-

Health & Safety Department

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STAN-036 – Supplier Health & Safety Obligations

Summary

Type	This document is a STANDARD, it is clearly defined and ensures work, or processes are done in a consistent way.
Purpose	This document describes the requirements and how to meet those requirements
Audience	Third party suppliers

Document control

Owner	Health & Safety
Version	1.0
Issue Date	12/10/18
Approval	Health & Safety

Related Documents

Reference	Title
CP-36	Health & safety Policy
	Site Induction document

History

Version	Author	Change	Date
0.1	John Lewis	Initial draft of document. Information derived from CP-36 for the purpose of Third Party Suppliers version	12/10/2018

OVERVIEW

The purpose of this standard is to set out clear expectations for our third party suppliers with regard to Health & Safety. This standard is related to CP-36 Health and Safety Policy.

It is important that this standard is followed by suppliers to ensure they abide by our Health & Safety requirements whilst engaged in work at Principality premises.

It also protects suppliers by identifying key requirements they must follow so that they do not breach their contract with Principality, either knowingly or unknowingly.

Principality expects all suppliers to operate in a manner which is safe.

We expect you to:

- Provide a safe work environment abiding by local laws and regulations, respecting the health and wellbeing of your employees and any subcontractors, members of the public and Principality employees.
- Have a written Health and Safety Policy.

Annex A identifies the controls that all suppliers must conform to.

Annex B identifies the controls that suppliers who Principality engage to adapt/modify/demolish/construct/ service and maintain physical assets and are obliged to conform to in addition to Annex A.

Annex A

Health & Safety Controls

Supplier Control Obligations

Control	Control Description	Why?
Roles and Responsibilities	<p>The supplier’s management shall ensure that roles and responsibilities amongst its workforce are clearly defined, assigned and communicated.</p> <p>These roles and responsibilities must be reviewed after any change in the supplier’s business or operating model.</p> <p>Key roles must include a Senior Manager accountable for Health & Safety.</p>	<p>Clearly defined roles and responsibilities support the implementation of Supplier Control obligations.</p> <p>This also ensures a correct point of contact for all escalations.</p>
Human Resource Security	<p>Background verification checks shall be carried out on all supplier personnel prior to employment in accordance with relevant laws and regulations. (These checks should be proportionate to the business requirements.)</p> <p>Supplier’s contracts with their personnel should reflect the organisation’s policies regarding Health & Safety.</p>	<p>Background verification checks ensure to a degree that supplier’s personnel are trustworthy and appropriate for the role for which they have been selected.</p>
Education and Awareness	<p>All supplier personnel should receive appropriate awareness and complete training, within an appropriate time frame (annually at least) in regards to Health & Safety.</p> <p>The training should not simply focus on the “what” and “how” but also “why”. It should bring forth the aim of Health & Safety and the possible consequences if it is not treated appropriately.</p>	<p>Reduces the risk of a Health & Safety incident as well as supporting the controls within this standard.</p> <p>Ensures supplier’s personnel understand their Health & Safety obligations to themselves and those who may be affected by their acts or omissions.</p>

Site Induction	All suppliers and any supplier personnel working on Principality premises must complete a short site induction (appropriate to work and site) on arrival.	To ensure supplier personnel are aware of site rules
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Annex B

Health & Safety Controls – In addition to Annex A

Supplier Control Obligations (For those suppliers who adapt/modify/demolish/construct/ service and maintain physical assets)

Control	Control Description	Why?
Physical Security	<p>The supplier must have adequate physical controls in order to prevent unauthorised access, damage or interference during their works on Principality premises.</p> <p>Controls should be adequate and proportional to the works being undertaken.</p> <p>Visitors, sub-contractors and other third parties of the supplier should all follow the process set out by the supplier when on site.</p>	This helps to ensure integrity of the Health & Safety process of the Supplier-.
Specialist materials	Specialist materials include asbestos, lead, carcinogenic oils etc. Where these are encountered the supplier must prove to Principality that they possesses the requisite qualifications for dealing with these materials.	These materials are covered by specific legislation and qualifications for handling them.
Disposal of materials	All waste materials arising from works carried out on behalf of Principality are to be disposed of in an appropriate manner taking into account environmental legislation.	This prevents the reputation of the supplier and/or Principality.
Certification	We encourage suppliers to be certified (or working towards certification) against a recognised Health and Safety	This helps ensure integrity of the supplier’s Health & Safety process and systems.

	Management Standard; e.g. OHSAS18001, ISO45001, CHAS, Safe Contractor.	
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