



Client and Contractor Code of Conduct at Quarrying Locations



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Vision

The client and contractor should focus on the development of mutual respect and a working approach that enables accountability and responsibility without blame that will create an open and challenging environment and enable a drive towards reducing and eliminating incidents and accidents.

Safety, Health and Environment

The client and contractor should communicate and both adhere to an agreed set of standards, regardless of the nature and location of the site and its local standards thereby ensuring that good standards is adopted and adhered to at all times. The Client must provide safe access and egress to and from the contractors place of work within the quarry and that any article or substance provided to the contractor is safe and without risk to health. The contractor must demonstrate that any plant and machinery provided for use within the contract are safe and without risk to health. Both the client and contractor should make relevant parts of their safety statement available to each other.

Inductions

The client should ensure that a site induction of the contractor's employees takes place prior to the commencement of the contracted work that will provide a formal and recorded exchange of relevant information and introduces the contractor's individual employees to the location in order to allow them to carry out the purpose of their activities safely. The site induction should be proportionate to the hazards present, the nature of the task being undertaken and the time taken to complete it.

Point of Contact

The client should appoint a named single point of contact that will act at all times as the location liaison and where possible the contractor should reciprocate by naming their contact on site.

Welfare

The client should ensure that there is access to clean, adequate welfare facilities of a consistent standard for use by contractors whilst at that location.

Engagement

The client and contractor should actively encourage reciprocal involvement in site briefings, toolbox talks and safety committee meetings focusing on partnership and cooperative working that is relevant to the nature of the work undertaken and will ensure active engagement at the location at all levels.

Safety Management Systems & Procedures

The Client and Contractor should expect the principles of good practice relevant to the hazards present to be applied at the location by both parties and by their employees.

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Competency

The contractor has a duty to demonstrate to the quarry operator that their employees are competent to carry out activities assigned to them supported by appropriate site based competency checks, some clients may require a 'Contractor's Passport' detailing all training, qualifications and experience necessary to prove competence of their employees prior to commencing work. Where necessary any employees of the contractor must hold and be able to produce when requested by the client any required QSCS certification.

Risk Management

Management systems must be specific to, and reflect the nature of, the activity being undertaken, including a suitable and sufficient approach to risk assessment and implementation of adequate safe systems of work. The emphasis should focus on significant risks and implementation of the related control measures. Any interaction between the activities of the client and those of the contractor must be identified so as to ensure these interactions do not produce additional risks that are not adequately controlled.

Performance Review

The Client and Contractor should carry out routine reviews during and following the completion of works to encourage and enable active learning and improvement. The outcomes of such reviews should be widely communicated.

Incident Investigation

All incident, accident and near-miss investigations should be carried out using a partnership approach embodying the principles laid out in the Safety, Health and Welfare at Work Act, 2005, to ensure immediate, underlying and root causes are identified and addressed, and so that any learning outcomes are circulated and implemented at all of the clients and contractors locations accordingly.



This document was prepared from the QNJAC code of conduct for clients and contractors and the Health and Safety Authority gratefully acknowledge their assistance.

This document is intended to assist both clients and contractors in understanding what they should bring to the relationship and to help bring true partnerships in the client/contractor relationship.