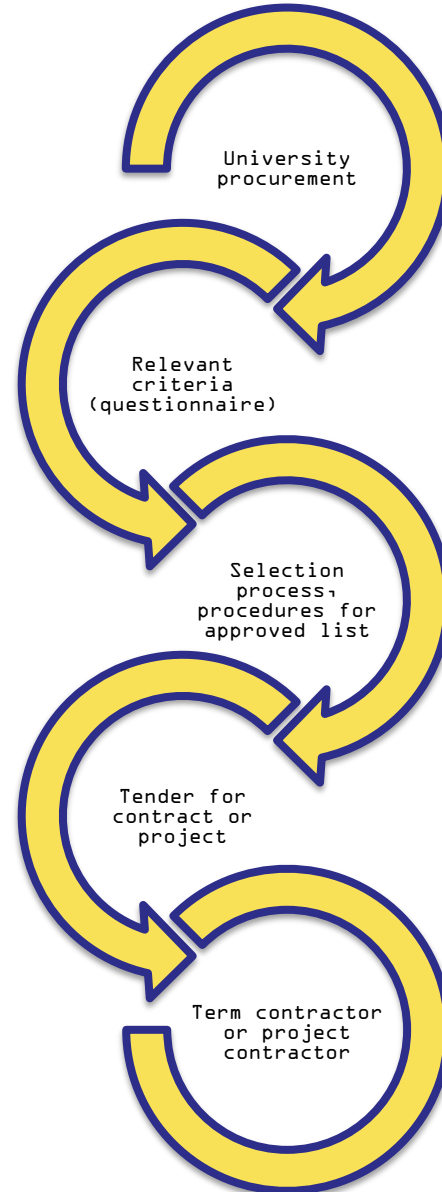


Client - Control of Contractors within Edinburgh Napier University

Sean Hughes BSc PgDip MCIOSH CMIOSH
Health and Safety Adviser
Chartered Construction Manager

Contractor Selection



Control of contractors induction



University contract administrator (CA)

Issue contractor with Code of Practice

Contractor to return signed copies of Code of Practice to the CA

CA to file paperwork in contractor's file in school/service

Carry out onsite induction with contractor's employees using Control of Contractors induction form/presentation

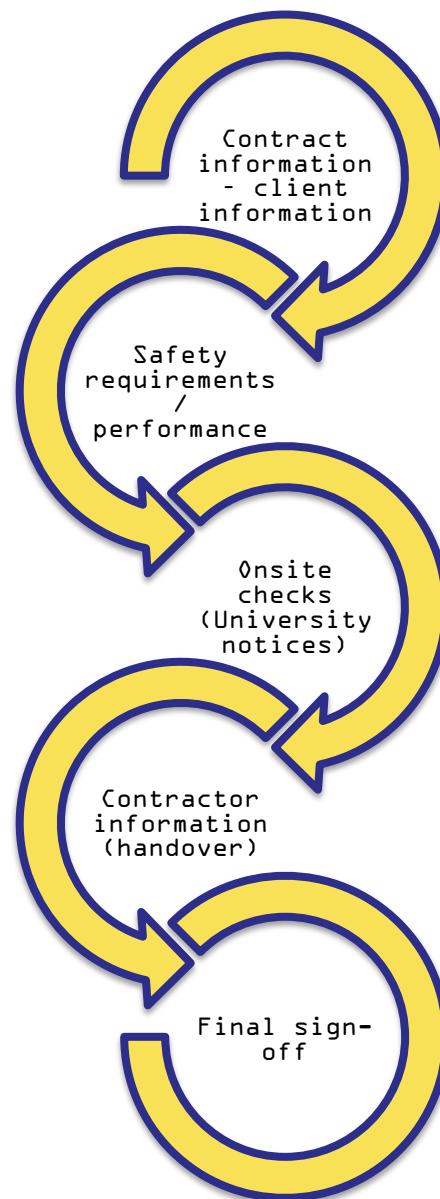
Induction form to be signed by CA and company manager/supervisor

Employees to sign induction sheet - forms filed in office

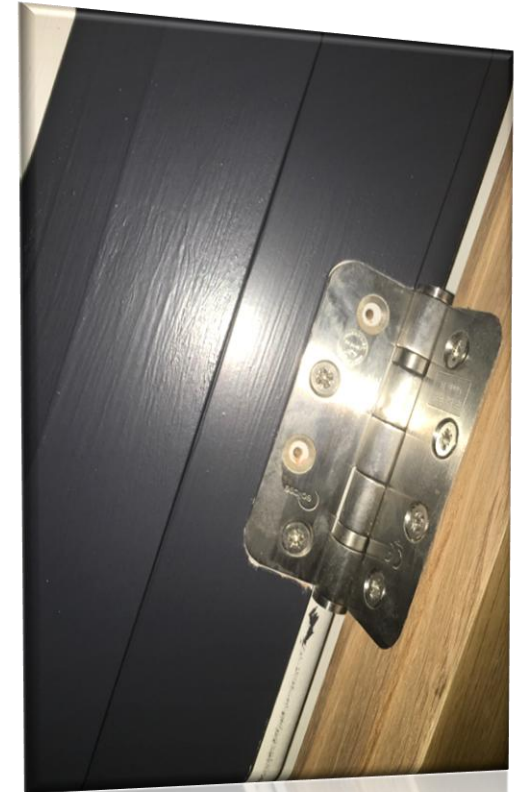
Supervision/monitoring by school/service for compliance

Hold records for 3 years

Commencement to completion



Why is contractor control required







**Health & Safety Team
Edinburgh Napier University
Sighthill Campus**

Tel: 0131 455 6377

Email: safetyoffice@napier.ac.uk

Web: <https://staff.napier.ac.uk/has>