



# **Lumen Academy**

**Embrace Educate Empower**

## **Contractor Management Procedure**

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**Policy Date: Sep 2024**

**Review Date: Sep 2025**

## Document History

Version	Status		Date	Author	Summary Changes
V1			Sep 24	M Sethi	

## Contractor Management Procedure

### Purpose:

This Contractor Management Procedure outlines the processes and guidelines for managing contractors working on-site to ensure safety, compliance with regulations, and high-quality performance while minimizing risks to both the contractor and to Lumen Academy.

### 1. Scope

This procedure applies to all external contractors engaged to perform work at Lumen Academy, including construction, maintenance, installation, and consultancy services. It covers the selection, induction, supervision, and evaluation of contractors.

### 2. Responsibilities

Role	Responsibility
M. Sethi	Oversee contractor activities, ensure compliance with company policies and regulations, and monitor performance.
J. Malik	Ensure contractors follow health and safety regulations and procedures on-site. Conduct safety inspections and training as necessary.
Contractors	Comply with all company procedures, safety regulations, and legal requirements. Complete tasks in accordance with agreed-upon specifications.
M. Sethi	Verify contractor credentials, qualifications, and insurance coverage before engagement.

### 3. Contractor Selection

#### 3.1 Pre-Qualification

Before engaging a contractor, the following criteria will be evaluated:

- **Licenses & Certifications:** Contractors must hold all necessary qualifications, certifications, and licenses required for the work they will perform.
- **Insurance:** Contractors must provide proof of adequate insurance coverage (e.g., public liability, professional indemnity, workers' compensation).
- **References:** Review previous work experience, references from past clients, and previous safety performance records.
- **Health and Safety Record:** J. Malik will assess the contractor's health and safety history, including any incidents, accidents, or non-compliance with safety regulations.

### 3.2 Approval

Only contractors who meet Lumen's minimum requirements for competency, safety performance, and regulatory compliance will be approved for work. Approved contractors are added to the Lumen's **Approved Contractor List**.

## 4. Contractor Induction

Before starting work, all contractors will undergo an induction process with J. Malik covering:

- **Site-Specific Safety Information:**
  - Emergency procedures (e.g., fire alarms, evacuation routes)
  - First aid facilities
  - Site hazards (e.g., asbestos, confined spaces)
  - Personal protective equipment (PPE) requirements
- **ID Permits:** Issue 'visitors badge' to all contractors.
- **Access and Security Procedures:** Ensure contractors are aware of site access protocols, including signing in/out and areas restricted to authorized personnel.
- **Environmental Requirements:** Review any environmental compliance requirements, including waste disposal.
- **Job-Specific Procedures:** Explain the scope of work, expectations, and any key risks associated with the job.

All contractors will sign an **Induction Form** (Appendix 1) acknowledging that they understand and will comply with the Lumen's safety policies and site-specific requirements.

## 5. Contractor Supervision and Monitoring

### 5.1 Contractor Supervisor

Each contractor's work will be overseen by J. Malik.

### 5.2 Monitoring Work Progress

- **J Malik** will regularly monitor contractor activities to ensure compliance with safety regulations and performance standards.
- **Daily Log:** J. Malik will maintain a daily log of contractor activities, progress, and any issues encountered.
- **Safety Inspections:** J Malik will conduct regular safety inspections of the contractor's work area, ensuring compliance with safety requirements (e.g., proper PPE use, equipment checks).
- **Incident Reporting:** Any incidents (accidents, injuries, near-misses) must be reported immediately to the J. Malik and will be recorded in the incident report log.

### 5.3 Permit-to-Work System

- Contractors must adhere to wearing Lumen's **ID card**, while doing any sort of activities (e.g., electrical work, hot work, confined space entry).
- ID Cards must be displayed on the contractors at all time while they are on Lumen site.

## 6. Contractor Performance Evaluation

### 6.1 Ongoing Performance Review

- The contractor's performance will be reviewed periodically during the project, focusing on:
  - **Safety compliance:** Adherence to health and safety standards
  - **Quality of work:** Work completed to specification and on time
  - **Communication:** Timely and clear communication with company representatives
  - **Incident Management:** Effectiveness in reporting and responding to safety or quality incidents

### 6.2 Post-Project Review

Upon project completion, a final performance review will be conducted by J Malik and other relevant personnel. This review will assess:

- **Overall quality of work**
- **Safety performance and adherence to procedures**
- **Timeliness of project completion**
- **Cost-effectiveness**
- **Compliance with contract terms**
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A **Contractor Performance Report** will be prepared and stored in Lumen's records. Contractors with poor performance may be removed from the **Approved Contractor List**.

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## 7. Contractor Safety and Health Requirements

### 7.1 General Safety

- Contractors must comply with the **Lumen's health and safety policy** at all times.
- All workers must wear appropriate **Personal Protective Equipment (PPE)**, as defined by site rules and job-specific requirements.
- **Tool and Equipment Checks:** Contractors are responsible for ensuring that all tools, equipment, and machinery brought on-site are in safe working order and comply with legal safety standards.
- **Safe Work Practices:** Contractors must follow safe work practices, including proper handling of hazardous materials, fall protection, and fire prevention measures.

### 7.2 Incident Management

In the event of an accident or near-miss, contractors must:

- **Immediately stop work and secure the area**
- **Notify J. Malik**
- **Complete an Incident Report** within 24 hours

For serious incidents, contractors must follow the Lumen's emergency procedures and cooperate fully with any investigation.

## 8. Non-Compliance

Failure to comply with the Lumen Academy's contractor management procedure, safety policies, or legal requirements will result in:

- **Warning notice** for minor infractions.
- **Suspension of work** for repeated or serious safety violations.
- **Termination of contract** and removal from the **Approved Contractor List** for significant breaches of safety or contract terms.

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## 9. Record Keeping

The following documents will be maintained for all contractors:

- **Contractor Induction Forms**
- **Work Permits**
- **Safety Inspection Reports**
- **Daily Logs of Contractor Activity**
- **Incident Reports**
- **Contractor Performance Reports**

All records will be stored for a minimum period of 3 years.

Reviewed By:	Monika Sethi	August 2024
Next Review Date:		August 2025
Approved by Director:		17 <sup>th</sup> August 2024
Signed:		



Monika Sethi  
Principal and Director

**Contractor Safety Induction Form  
Contractor Safety Induction Acknowledgment  
Lumen Academy Ltd**

**1. Contractor Information**

<b>Company Name:</b>	
<b>Contractor's Name:</b>	
<b>Job Title / Position:</b>	
<b>Supervisor's Name:</b>	
<b>Date of Induction:</b>	
<b>Site / Project Name:</b>	
<b>Work to be performed:</b>	

**2. Induction Topics Covered**

Please check each box to confirm that you have been informed and understand the following site-specific safety policies and procedures:

<b>Induction Topic</b>	<b>Acknowledged</b>
<b>Site Emergency Procedures</b> (evacuation routes, alarms, emergency contacts)	<input type="checkbox"/>
<b>First Aid Facilities</b> (location, first aiders, procedures in case of injury)	<input type="checkbox"/>
<b>Hazards in the Work Area</b> (asbestos,)	<input type="checkbox"/>
<b>Personal Protective Equipment (PPE) Requirements</b> (hard hats, gloves, goggles)	<input type="checkbox"/>
<b>Permit-to-Work System</b> (hot work, electrical work, confined space permits)	<input type="checkbox"/>
<b>Safe Access and Egress</b> (restricted areas, access control, working at heights)	<input type="checkbox"/>
<b>Accident and Incident Reporting</b> (reporting near misses, injuries, incidents)	<input type="checkbox"/>
<b>Safety Rules and Policies</b> (housekeeping, smoking policy, vehicle safety)	<input type="checkbox"/>
<b>Environmental Requirements</b> (waste dispose )	<input type="checkbox"/>
<b>Contractor Responsibilities</b> (supervision, safe work practices, communication)	<input type="checkbox"/>
<b>Prohibited Actions</b> (unauthorized work, removal of safety signs or barricades)	<input type="checkbox"/>

### 3. Acknowledgment of Compliance

I acknowledge that I have completed the contractor safety induction for Lumen Academy Ltd. I have been informed of the relevant health and safety policies, procedures, and potential hazards associated with the site/project.

I understand that:

- I am responsible for following all safety rules and procedures while working on this site.
- I must use the required personal protective equipment (PPE) at all times.
- I must report any accidents, injuries, incidents, or near-misses immediately to J Malik.
- I will comply with all work permit requirements for high-risk activities.
- Failure to follow safety policies may result in disciplinary actions, including removal from the site.

By signing this form, I confirm that I understand and will adhere to the safety regulations and procedures provided during this induction.

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### 4. Signatures

**Contractor's Signature:**

**Date:**

**Induction Officer's Name:**

**Induction Officer's Signature:**

**Date:**

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**Document Reference No.:** [   ]

#### **Retain for Company Records**

This form should be kept on file for the duration of the project and in accordance with legal and organizational record-keeping requirements.