



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

The UWI Contractor OHSE Requirements

Introduction:

These guidelines apply to **ALL** contractors conducting work for or on the property of The UWI. They are intended to provide a framework that will facilitate the reduction and management of risk and ultimately reduce the probability of unwanted incidents.

Requirements:

1. At all times, the contractor will conduct their work in a manner that complies with **ALL** applicable legal requirements, standards and best practices. Specific mention must be made of The Occupational Safety and Health Act, 2004 (Amended 2006) and its guidance with respect to the responsibility of the employer and the employee.
2. The UWI has an established Occupational Health, Safety and Environment Policy Statement which applies to all persons present at any UWI facility.
3. **Risk Management:** All contractors must complete a risk assessment for their contracted work. This assessment must be based on the scope of work for the task and be approved by UWI prior to the start of work.
4. Based on the findings of the risk assessment, the contractor is expected to:
 - a. Implement mitigation measures to manage the risk.
 - b. Conduct and document tool box talks prior to the commencement of any task at UWI facilities.
 - c. Provide the necessary Personal Protective Equipment (PPE) to employees.
 - d. Provide the necessary training to ensure that employees are competent to conduct their assigned work safely.
5. **Equipment:** All equipment/machinery/vehicles to be used or brought onto UWI premises must be properly maintained with maintenance records available onsite for review upon request. All safety features and guards must be properly installed and functional. Where relevant, records of inspections and certifications must be made available before the equipment is brought on site.
6. **Job Description:** Contractor employees must have documented job descriptions.
7. **Training:** All contractor employees must be properly trained in the safe techniques of executing their tasks; this includes the use of equipment and identification of hazards and risks. Contractors and their employees **MUST** attend UWI Contractor Orientation Training. Upon successful completion, all employees will be required to wear The UWI Contractor issued ID card while at The University. Contractors failing to present these cards will be denied access to UWI sites.
8. **Personnel Protective Equipment:** Where risks can only be managed to an acceptable level by the use of Personal Protective Equipment, these must be issued to the employee and the employee trained in the proper techniques to use the PPE.
9. **Substance Abuse:** The UWI has an established Employees' Intoxicants and Prohibited Substance Abuse Procedure and the General Test Procedures which is consistent with the requirements of The OSH Act, 2004 (Amended 2006). This policy applies to contractor employees as well and can mandate the following:
 - a. Random drug and alcohol testing.
 - b. With cause drug and alcohol testing.
10. Refusal of any individual to be subjected to the drug and alcohol testing program will result in the immediate removal of the individual from the compound and a letter sent to the relevant contractor informing them of this decision.
11. **Progressive Disciplinary Policy:** The UWI has established and implemented a progressive disciplinary policy as it relates to non-compliance to OHSE requirements. The consequences of non-conformance will be commensurate with the severity of the non-conformance. The categories of consequence **may be** as follows:
 - a. Warning letter
 - b. Contractor management called in for discussion
 - c. Suspension of contract
 - d. Termination of contract
12. **Audits and Inspections:** Contractors are expected to make time for and participate in audits and inspections that may be conducted by UWI staff from time to time.
13. **Incident & Accident Reporting:** Contractors are expected to report ALL incidents and near misses to The UWI OHSE Unit within eight (8) hours of the incident or before the end of the work day/shift. This applies to ALL work conducted for the campus.
14. **Performance Reporting:** Contractors are required to report to The UWI OHSE Unit their OHSE KPI data on their performance.
15. **Emergency Response:** Where contractors are site controllers, they will be required to develop and have approved by UWI an emergency response plan for the site. The plan should incorporate UWI Emergency Response Procedures for projects at The UWI.
16. **Site Controllers:** Where a contractor is a site controller, they be required to demonstrate that they have an HSE management system in place to manage their risks and those of their, sub-contractor/s.

Campus Registrar

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