



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

The UWI Contractor Occupational Health, Safety and Environmental (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 and or their agent 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. All Contractors must adhere to stipulations outlined in The UWI's Occupational Health, Safety and Environment Policy Statement. The UWI's Contractor Supervisor shall be responsible for ensuring it is implemented and enforced.
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 The 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 toolbox talks prior to the commencement of any task at The UWI facilities.
 - c. Provide the necessary training to ensure that employees are competent to conduct their assigned work safely.
 - d. Provide the necessary Personal Protective Equipment (PPE) to employees.
5. **Equipment:** All equipment/machinery/vehicles to be used or brought onto The UWI premises must be properly maintained with maintenance records available onsite for review upon request. Maintenance **MUST** be in accordance with the manufacturers' specifications; **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; identification of hazards and risks. Contractors and their employees **MUST** attend UWI Contractor Orientation Training. All Contractors and their employees must present their national identification card or Driver's permit upon request.
8. **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 also and the following can be mandated:
 - a. Random drug and alcohol testing.
 - b. With cause drug and alcohol testing.
9. Refusal by 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.
10. **Progressive Disciplinary Policy:** As it relates to non-conformance 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. Contractor management called in for discussion
 - b. Warning letter
 - c. Suspension of contract.
 - d. Termination of contract
11. **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.
12. **Incident & Accident Reporting:** Contractors are expected to report **ALL** incidents and near misses to The UWI Contractor Supervisor/Campus Security/OHSE Unit immediately.
13. **Performance Reporting:** Contractors are required to report to The Contract supervisor on their OHSE Key Performance Indicators (KPI) data on their performance.
14. **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.
15. **Site Controllers:** Where a contractor is a site controller, they are required to demonstrate that they have an HSE management system in place to manage their risks and those of the sub-contractor/s.


Campus Registrar

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