



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
OFFICE OF OCCUPATIONAL HEALTH, SAFETY AND
THE ENVIRONMENT, C/O WORKS DEPARTMENT

Telephone: (868) 662-2002 Exts. 2395/3138 Fax: (868) 662-2002 Ext. 3135

UWI Contractor OHSE Requirements

Introduction:

This guideline applies to all contractors conducting work for or on the property of the UWI. It is intended to provide a framework that will allow the reduction and management of risk and ultimately reducing the probability of unwanted incidents.

Guidelines:

1. At all times, the contractor SHALL conduct their work in a manner that complies with ALL applicable legal requirements and standards. Specific mention must be made of the Occupational Health and Safety Act 2004 (Amended 2006) and its guidance with respect to the responsibility of the employer and the employee.
2. The UWI has an established Health Safety and Environment Policy 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 conducted annually and validated by the UWI OHSE office.
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.

6. ALL equipment / machinery / vehicles must be maintained in accordance with the manufacturers' specifications and ALL safety features and guards must be properly installed and functional.

7. Training: Contractor employees must have documented job descriptions

8. 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.

9. 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.

10. Substance Abuse: The UWI has an established Substance abuse policy 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.

11. Refusal of any individual to subject 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.

12. Progressive disciplinary policy: 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 to the severity of the Non conformance, however 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.

13. 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.

14. Incident and accident reporting: Contractors are expected to report ALL Incidents and near misses to the OHSE Office.



Campus Principal

May 1st 2011
Issue date

May 1st 2014
Next revision date