

**Contractors Health & Safety Performance – Monthly Summary Report**

Month :		Maximum	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name
Site :			Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name
Category			Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name
Fully Qualified Workforce (1)	CITB - 5 Day SMSTS	10											
	CITB - 2 Day Supervisor's Course	10											
Fully Qualified Workforce (2)	MCG recognised schemes	6											
Contractors Risk Assessment & Method Statements		4											
Contractors Induction & Briefings		8											
Weekly Toolbox Talks		4											
Housekeeping		8											
Plant & Traffic Management (SOP 3)		8											
Control of Work Operations	PPE	4											
	Safe Working	8											
Inspections & Records		8											
Supervisors' Safety Tours (SOP 4)		8											
Consultation with the Workforce		8											
Safety Professional Visits		6											
Potential Initial Score		100											
Deductions: ( Issued)	Stop Work Notice = 10												
	Red Card = 10												
	Yellow Card = 5												
Additions: Discretionary Points for 'Good Practice or Innovation'		10											
Final Score													

Please refer to the Guidance Notes for instruction and guidance as to the scoring criteria for the above.

## Guidance Notes

### General Scoring

Points are scored for each category every week. To compile a monthly score 4 separate weekly scores shall be added together. In months where there are not 4 weeks in the month a pragmatic approach should be taken in deciding which 4 weeks are to be incorporated within the monthly score.

To ensure a degree of consistency in scoring across the business, scoring shall be undertaken in line with the specific instruction within each section.

Where specific evidential requirements are specified, **documentary evidence must be obtained before marks can be granted**.

Where performance cannot be scored because the topic is not applicable to the contractor (eg Plant Management, certain Inspection Records etc) then full marks shall be allocated to that topic unless otherwise specified in the topic specific guidance.

Where a contractor on site is not on our supply chain the performance of that contractor shall be incorporated into the performance evaluation of the relevant supply chain contractor / partner. (ie evaluation of the performance of our supply chain contractor / partner shall incorporate the performance of any sublet package contractors. This shall be true regardless of whether a sublet package contractor is on our supply chain in their own right)

The widespread use of Stop Work Notices (SWN's) in the scoring criteria section reflects a **zero tolerance** of unsafe act and unsafe conditions. Use of SWN's and the disciplinary system are, however, actively encouraged. SWN's & disciplinary action instigated by a supply chain contractor / partner shall not, normally, result in deductions from the contractors' / partners' score in line with the deductions shown at the foot of the Summary Report – only SWN's & disciplinary action shall result in a deduction. Where both parties instigate a SWN or disciplinary action, however, a deduction shall take place.

The weightings on the scores are aimed at ensuring we address the areas which are of particular importance to and overall site safety.

Discretionary points are available to allocate to a contractor where new standards of good practice or innovation warrant it. This kind of behaviour is encouraged and should be rewarded.

### Escalation

Where a supply chain contractor / partner scores less than 67 during any monthly period the score, and the reasons for it, shall be provided to the relevant Regional Director, Operations Director, Regional Supply Chain Manager, Regional Health & Safety Manager, the Associate Director (Supply Chain) & the Associate Director (SHE). The Regional Director shall be responsible for ensuring that appropriate action is taken by the supply chain contractor / partner to rectify the shortcomings and that the aforementioned personnel are kept informed of any remedial actions and/or remedial action plan.





*Supply Chain Circular : Monthly Performance Report*

<p>Inspections &amp; Records</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• 2 points where appropriate inspection records are provided in relation to:               <ul style="list-style-type: none"> <li>○ scaffold, excavation &amp; lifting appliances; AND</li> <li>○ PUWER equipment.</li> </ul> </li> <li>• 1 points where the 1<sup>st</sup> item above is complied with but the 2<sup>nd</sup> is not.</li> <li>• ½ point where the 2<sup>nd</sup> item above is complied with but the 1<sup>st</sup> is not. <b>(SWN matter)</b></li> <li>• 0 points where neither item above is complied with. <b>(SWN matter)</b></li> </ul>
<p>Supervisors' Safety Tours. (SOP 4)</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• 2 points if:               <ul style="list-style-type: none"> <li>○ attendance at the Supervisors Safety Tour; AND</li> <li>○ proactive / keen participation.</li> </ul> </li> <li>• 1½ points where the 1<sup>st</sup> item above is complied with but the 2<sup>nd</sup> is not.</li> <li>• 0 points where there is non attendance. (Regardless of the reason)</li> </ul>
<p>Consultation with the workforce</p> <p><i>Note:</i>  <i>&gt; 2 employees / sublet package contractor employees working on site are to be spoken to (either formally or informally) per week during routine supervision of work activities.</i>  <i>Based on these discussions scores shall be allocated as indicated opposite.</i></p>	<p>8</p>	<ul style="list-style-type: none"> <li>• 2 points if personnel demonstrate that they know the basic:               <ul style="list-style-type: none"> <li>○ hazard &amp; risks associated with their work; AND</li> <li>○ control measures to be adopted.</li> </ul> </li> <li>• 0 points where either one is not clearly demonstrated. <b>(SWN matter)</b></li> </ul>
<p>Safety Professional Visits</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• 1½ points if               <ul style="list-style-type: none"> <li>○ an inspection visit takes place; AND</li> <li>○ a copy of the inspection report is provided to .</li> </ul> </li> <li>• 1 points where the 1<sup>st</sup> item above is complied with but the 2<sup>nd</sup> is not.</li> <li>• 0 points where there is no visit.</li> </ul>