COURSE TABLE OF CONTENTS

Contractor Safety Management

OEM: Koenig Original • Duration: 2 Days (16 hrs)

COURSE MODULES & TOPICS

Module 1: Contractor Safety Management Foundations

- Elevated risks in contractor work
- Legal duties of client and contractor
- Key standards: ISO 45001, IOGP 423, HSG159, OSHA
- Contractor safety management lifecycle
- Client-led vs. contractor-led HSE management

Module 2: Risk-Based Planning and Scope Definition

- Classifying contract work by HSE risk
- Defining HSE requirements in scope and tender documents
- Identifying interface hazards with operations and other contractors

Module 3: HSE Pre-qualification and Contractor Selection

- Pre-qualification questionnaires and required evidence
- Evaluating HSE track record and system maturity
- HSE weighting in bid evaluation
- Site visits and management interviews
- Approval and control of sub-contractors

Module 4: Contracting for Safety

- HSE clauses: obligations, KPIs, incentives, consequences
- Contractor HSE plans and bridging documents
- Balancing cost and safe performance

Module 5: Contractor Fatality Case Study

- Industrial accident walk-through
- Analysis of failures in selection, induction, supervision, interface management
- Controls that could have prevented the incident

Module 6: Scoring Contractor Bids: Worked Example

- Step-by-step scoring of sample HSE submissions
- Using a weighted pre-qualification matrix
- Identifying strengths and red flags

Module 7: Pre-mobilisation, Induction and Competence

- Pre-mobilisation meetings and HSE plan approval
- Site induction, gate pass, medical fitness, training records
- Competence checks for critical roles
- Inspection of contractor equipment and vehicles

Module 8: On-site Control and Supervision

- Integrating contractors into PTW, JSA, toolbox talks

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- Supervision ratios and roles
- Managing multi-contractor interfaces and SIMOPS
- Contractor workforce welfare and language barriers

Module 9: Monitoring, Auditing and Performance Management

- Leading and lagging HSE KPIs
- Inspections, audits, safety observations, HSE meetings
- Incident and near miss reporting
- Non-conformance handling and recognition

Module 10: Evaluation, Close-out and Continuous Improvement

- Post-contract HSE performance evaluation
- Updating contractor lists and lessons learned
- Building shared HSE culture and partnerships

Module 11: Contractor HSE Plan for Plant Shutdown: Worked Example

- Model safety management plan walk-through
- Risk classification, induction, competence checks
- Supervision, interface controls, KPIs, audit schedule
- Reviewing and identifying gaps in weak plans

Module 12: Assessment and Course Review

- Online multiple-choice and scenario-based quiz
- Review of answers and key learning summary