XCELERATE TRAINING INSTITUTE

your learning & development partner

HEALTH, SAFETY AND ENVIRONMENT (HSE)

Contractor Safety Management (CSM) Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
15 – 19 Mar 2027	Live online	Online (live)	**€1,200**
26 – 30 Apr 2027	Kuala Lumpur	Classroom	**€4,800**
27 Sep – 1 Oct 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: staging.x8ti.com/course/contractor-safety-management-csm-training-co…

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Contractor Safety Management (CSM) Training Course

Introduction

Organizations have a legal obligation to manage and maintain the health and safety of their contractors and any other stakeholders who could be impacted by the processes of the company. Contractors also have responsibilities to make sure that everyone understands the part they need to play in ensuring health and safety in their respective environments.

Poor management of health and safety protocols can lead to ill health, injuries, medical and legal costs, process delays, and damaged reputations. Therefore, companies must work closely with their contractors to reduce the risks to their employees and contractors.

What is Contractor Safety Management? Contractor safety management is an assortment of management processes that are used to limit the potential risks that could arise by working with contractors.

Why is it necessary to have Contractor Safety Management? Contractors must be informed, assessed, and to ensure their performance does not harm your business.

The actual performance of a contractor needs to match their stated intentions, otherwise, the statements and documents provided within any completed tender are futile and meaningless, leaving your organization and its reputation at risk.

This Xcelerate Training Institute course will empower you with all the necessary skills to critically analyses a contractor before offering the work and making sure of achieving the highest performance with a low amount of risk.

Learning Objectives

Upon completing this Contractor Safety Management (CSM) Training Course successfully, participants will be able to:

- Prepare projects and select contractors
- Establish project interface agreements, documentation, and project plans
- Manage contractors' compliance with the HSE Project Plan
- Review and study the contractor management process in further detail
- Design client and contractor agreements and documentation
- Produce a client and contractor HSE Project Plan
- Supervise contractor's operations on a day-to-day basis
- Monitor and review a contractor's performance and execute any required enhancements

Training Methodology

This collaborative Contractor Safety Management (CSM) Training Course will comprise of the following training methods:

- Lectures

- Seminars & Presentations
- Group Discussions
- Assignments
- Case Studies & Functional Exercises

Just like all our Xcelerate Training Institute courses, this training program also follows the 'Do-Review-Learn-Apply' model.

Benefits for Your Organisation

- Benefit from improved contractor monitoring, control, and performance
- Your staff will be able to assess and validate contractor profiles before choosing the best personnel to work with
- Support the professional development of your workforce to increase motivation levels
- Get more value for money for your outsourced work by limiting any indirect costs
- Increase the probability of a reduction in incidents and losses
- Be recognized as a health and safety leader in the industry

Benefits for You

- Learn how to implement a contractor management system that works best for you and your organization
- Understand the key components of a contractor validation system to ensure authenticity
- Gain the necessary skills to improve your confidence in vetting contractors
- Understand and evaluate the core features of a successful contractor management system
- Understand the benefits of successfully controlling contractors
- Increase your knowledge in evaluating contractor health and safety performance

Who Should Attend

This Contractor Safety Management (CSM) Training Course will be best suited for:

- Engineers and Maintenance Personnel
- Project Managers
- All Line Managers, Supervisors, and Team Leaders
- HSE Managers and Auditors
- Procurement and Supply Chain Managers
- CSM Employee Representatives
- All personnel involved in the evaluation and selection of contractors

Course Outline

PROJECT PLANNING & SELECTION OF CONTRACTORS

- Why should you use contractors?
- Tender invitation, bidding, and contractor evaluation process
- Hazard identification and risk assessment of project tasks

- Establishing key client/contractor contractual elements
- Pr-project HSE meetings with the client

DESIGNING A PROJECT, AND HOW TO CHOOSE A “CONTRACTOR”

- Preparing the project plan
- Tender bid evaluation & critical assessment of the contractor
- Identifying the risk profile of a project and workplace
- Preparing the contract and other documents relating to health and safety
- Key documentation considerations

INTRODUCTION OF CORE ELEMENTS OF MANAGING HEALTH AND SAFETY

- Legal duties of the employer and contractor
- The “Plan, Do, Act” approach
- Client-contractor meetings
- Site awareness programs

HSE GUIDELINES AND METHODS

- HSE project plan between client and contractor
- Deciding if the projected tasks match the requirements
- Planning for implementation as per the finalized project plan
- Assessing the level of risks and evaluating the legal aspects of these risks

CLIENT/CONTRACTOR INTERFACE – HSE PROJECT PLAN

- Defining, agreeing, and documenting client/contractor responsibilities
- Establishing the scope of client/contractor shared activities
- Producing an HSE client/contractor communications and interface matrix
- Defining the roles and responsibilities of the contractor and the employer
- Produce active performance monitoring and audit checklists
- Define the reporting structures

MANAGING CONTRACTOR SAFETY ON SITE

- Contractor site awareness, training, and competence arrangements
- Contractor’s incident reporting and investigation procedures
- Client/contractor emergency preparedness arrangements
- Business continuity planning
- Carrying out HSE random and planned site inspections of contractor activities
- Joint client/contractor HSE and project meetings
- Monitoring contractor performance
- Assessing the level of supervision required to monitor the contractor
- Appraisal of the project and/or work tasks
- Conducting an audit of the contractor’s compliance
- Measuring and documenting the contractor’s overall safety performance
- Checking if there are any changes in the contractor’s personnel

AUDIT AS PER HSE PROJECT PLAN

- Carrying HSE site inspection of contractor’s activities
- Maintaining a record of the contractor’s performance
- Contractor auditing as per HSE project plan

REVIEW PROJECT PERFORMANCE AND IMPROVEMENT

- Reviewing the project and work performance of the contractor
- How did the contractor perform?
- How effective were the project and task planning activities?
- How did the project do overall?
- Identify measurable outcomes
- Assess the KPIs of the project
- How was the business/ project/workplace affected?
- Document the lessons learned and devise any potential improvements for the future
- Review of learning and sources of improvement

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Registration Form

Contractor Safety Management (CSM) Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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