

	Document Title	Subcontractor Safety Management		
	Doc. Number	TRA-PRO-004	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	11/12/2026	Approved Date	11/12/2025

1. Policy Statement

This Subcontractor Safety Management Procedure is designed to create a collaborative and proactive safety culture, ensuring that subcontractors align with project safety goals, respond effectively to incidents, and continuously improve their safety performance.

2. Purpose

The purpose of this Subcontractor Safety Management Procedure is to ensure a comprehensive approach to subcontractor safety by incorporating incident management, recordkeeping, reporting, and performance evaluation methods. This procedure aims to promote a safe working environment, compliance with safety standards, and continuous improvement in collaboration with subcontractors.

3. Scope

This procedure applies to all tutors, subcontractors, employees, and contractors engaged in activities under Shorcontrol Safety.

Exclusions:

This procedure does not cover day-to-day operational activities specific to subcontractors but focuses on safety management aspects.

While this procedure outlines safety expectations, it does not relieve subcontractors of their responsibility to comply with applicable laws, regulations, and standards.

4. Definitions

Term	Definition
Incident	An unplanned event resulting in injury, illness, or property damage.
Near Miss	An event that could have resulted in injury or damage but did not.
Corrective Action	Steps taken to eliminate causes of an incident or non-compliance.
KPI	Key Performance Indicator used to measure safety performance.

5. General Procedure Guidelines

5.1 Prequalification and Selection:

- Evaluate subcontractors based on their safety record, safety management systems, and adherence to safety standards during the prequalification process.
- Select subcontractors who demonstrate a commitment to safety and have a proven track record.

5.2 Safety Induction and Training:

- Provide comprehensive safety induction to subcontractors before the commencement of work.

	Document Title	Subcontractor Safety Management		
	Doc. Number	TRA-PRO-004	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	11/12/2026	Approved Date	11/12/2025

- Ensure that subcontractor personnel are trained in safety requirements and procedures.
- Verify that subcontractors maintain their safety training records.

5.3 Safety Goal Alignment:

- Establish clear safety goals and targets for subcontractors, aligning with overall project and company safety objectives.
- Communicate safety expectations to subcontractors through contractual agreements.

5.4 Incident Notification and Response:

- Subcontractors must promptly notify Shorcontrol Safety of any incidents, including injuries, near misses, or property damage.
- Shorcontrol Safety will collaborate with subcontractors to initiate an immediate and effective response to incidents.

5.5 Incident Investigation:

- Conduct joint incident investigations involving subcontractors and Shorcontrol Safety representatives.
- Identify root causes, contributing factors, and corrective actions to prevent recurrence.
- Document the investigation process, findings, and actions taken.

5.6 Recordkeeping:

- Maintain detailed records of subcontractor incidents, including injury reports, near misses, and property damage.
- Include information such as date, time, location, individuals involved, and a description of the incident.
- Store records securely and ensure accessibility for review and audit purposes.

5.7 Incident Reporting:

- Subcontractors are required to report all incidents to Shorcontrol Safety within 24 hours of occurrence.
- Comply with reporting requirements and timelines.

5.8 Safety Performance Evaluation Methods:

- Periodically evaluate subcontractor safety performance.
- Provide feedback and collaborate on improvement plans based on performance evaluations.

5.9 Communication with Subcontractors:

- Maintain regular communication with subcontractors regarding safety expectations, incident management, and performance evaluations.
- Share incident investigation findings, lessons learned, and best practices for continual improvement.

5.10 Corrective Actions and Continuous Improvement:

- Implement corrective actions promptly to address identified safety issues and prevent similar incidents in the future.
- Collaborate with subcontractors to ensure the effectiveness of corrective actions.
- Conduct regular reviews of the safety management process and make improvements as necessary.

	Document Title	Subcontractor Safety Management		
	Doc. Number	TRA-PRO-004	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	11/12/2026	Approved Date	11/12/2025

5.11 Training and Skill Development:

- Provide ongoing training to subcontractors on safety protocols, incident prevention, and emergency response procedures.
- Encourage subcontractors to invest in the skill development of their workforce for improved safety practices.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported from individuals citing behaviour related to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.

7. Enforcement

Employee Title/Classification	Responsibility
General Manager, Head of Training & Development	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's unacceptable behaviour related to this policy. Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.

8. Related Information and Documents

Document ID	Title
ISO 45001	Occupational Health and Safety Management Systems
Incident Reporting Form	Template for reporting incidents
Training Records Policy	Procedure for maintaining training documentation

9. Procedure History

This procedure shall be reviewed when:

- There is a change of General Manager or Head of Training & Development at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. '*Related Information & Documentation*' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

	Document Title	Subcontractor Safety Management		
	Doc. Number	TRA-PRO-004	Doc. Owner	Head of Training & Development
	Author	Angela Byrne	Revision	Rev. 02
	Reviewed by	Angela Byrne	Approved by	John Kelly
	Next Review Date	11/12/2026	Approved Date	11/12/2025

Revision Date	Author with Title	Description
17/08/2023	Angela Byrne, QHSM	Initial creation and release
11/12/2025	Angela Byrne, QHSM	Review and amendments to section 4, 8 and general corrections in section 5.