



## Policy for the Selection and Management of Subcontractors

Compressed Air Solutions Ltd is fully committed to the safe selection, management and control of subcontractors. This policy will be reviewed on an annual basis.

### Initial Assessment

Prior to commencing any work, subcontractors are required to complete a sub-contractor questionnaire, incorporating health & safety, environmental management and quality management, to determine the following:

- Competency and ability for contract fulfilment, particularly qualifications and training.
- Health and Safety Management, training and commitment to continual improvement.
- Environmental Management, training and commitment to continual improvement.
- Quality Management and commitment to continual improvement.
- Supplier commitment to reducing modern day slavery.

Sub-contractors will be required to provide the following information/supporting documents:

- Insurance
- Health and Safety Policy (where applicable – 5 or more employees)
- Environmental Policy
- Certificates /Training records
- Risk Assessments (where applicable)
- Method Statements (where applicable)
- References
- Disclosure of enforcements
- Evidence of workers eligibility to work in the UK
- Accident/Incident Statistics

### On Site Management

Where the subcontractor is providing labour only, they will be required to:

- Attend all inductions and meetings(including pre-job meetings if required) as instructed by CAS or the main contractor.
- Work to CAS RAMS, which will be supplied by the CAS Project Manager/Site Supervisor.
- Adhere to all CAS and site-specific safety and environmental requirements.
- Complete CAS toolbox talks as required to maintain health and safety/environmental awareness.
- Be subject to CAS site inspections, both formal and informal, which will be undertaken by the Project Manager/Site Supervisor.
- Report any H&S/Environmental incidents to the Site Manager and the CAS Project Manager for investigation/reporting purposes.
- Cease work and contact the Project Manager or Site Supervisor immediately for further instruction if the activity becomes unsafe at any time.

Review By:	CS/MS/LS	CS/MS/LS	CS/MS/LS	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB	CS/MS/LB
Date	27/08/15	26/08/16	04/08/17	13/08/18	10/02/20	15/06/21	24/06/22	30/10/23	27/02/24



Where the subcontractor is not providing labour only, the subcontractor will be required to:

- Attend all inductions and meetings (including pre-job meetings if required) as instructed by CAS or the main contractor.
- Work to their RAMS submitted to the CAS Project Manager prior to commencement.
- Adhere to all site-specific safety and environmental requirements.
- Be subject to CAS site inspections – both formal and informal which will be undertaken by the Project Manager/Site Supervisor.
- Report any H&S/Environmental incidents to the Site Manager and the CAS Project Manager for investigation and reporting purposes.
- Cease work and contact the Project Manager or Site Supervisor immediately for further instruction if the activity becomes unsafe at any time.

**Non-Compliance**

Should a subcontractor fail to comply with CAS or site-specific safety and environmental instructions, they will be removed from site pending an investigation and where necessary excluded from any present or future contracts if found to be non-compliant.

**Continual Improvement**

All work undertaken by sub-contractors on behalf of CAS will be subject to a post-completion informal walk round/review by the project manager prior to handover to the customer.

Subcontractors are required to complete the relevant questionnaire on an annual basis and all forms must be returned prior to recommencing work on behalf of Compressed Air Solutions Ltd.

Signed:

Mark Scott, Managing Director  
27<sup>th</sup> February 2024

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