



Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
STANDARDS)**

CONTROL OF CONTRACTORS



INTEGRATED MANAGEMENT SYSTEM

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CONTROL OF CONTRACTORS

1.0 Purpose

The procedure's purpose is to control contractor people activities inside BPDB by providing a safe working environment and regular liaison. This procedure ensures that employees and contractor personnel are aware of the need to carryout contract work in a safe and efficient manner. The procedure also highlights the need for protection for all personnel and prevents possible plant damage.

2.0 Scope

This procedure applies to all employees and contractors of BPDB.

3.0 Terms and Definition

Contractor - Contractor means any person, firm or BPDB, or an employee, servant, agent and/or sub-contractor of, or for, such person, firm or BPDB, who or which enters into or upon the BPDB's site(s), for the purpose of performing any work or on behalf of the BPDB.

Hot Work - Hot work is the application of heat (including the use of tools that can produce an incendiary spark) to plant, tanks or vessels that contain or have contained flammable substances. Hot work includes operations such as grinding, welding, cutting using a flammable gas and or heating using a naked flame etc.

Employee - An employee is a person who works under a contract of employment.

Abbreviations

LOTO - Lock-out Tag-out

MSDS - Material Safety Data Sheet

BPDB – Bangladesh Power Development Board

MR – Management Representative

PPE – Personal Protective Equipment


4.0 Procedures

4.1 Responsibilities

4.1.1 Contractor

- Before using BPDB's tools or equipment, contractor must give prior notice.
- "Contractor Employee Safety Regulations" must be read and a copy of it must be signed by each contractor's supervisor and his sub-contractor.
- Clear information on potential fire, explosion, or toxic release hazards associated with employee's work, precautions undertaken to control the

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applicable hazards and the provisions of the emergency action plan must be ensured for all employees of BPDB.

- Duties of the contractor include, but are not limited to the following:
 - Perform the work in conformance to practices and procedures specified or agreed by BPDB.
 - A supervisor to be appointed for contract work to co-ordinate with the concerned department. It is his responsibility to ensure that the planned work is carried out in a safe and efficient manner.
 - Ensure that the contractor's employees assigned to carry out the work, have attended the plant Contractors Indoctrination course prior to the commencement of work. BPDB must be informed by contractor if any new or replacement employees are required to join the existing plant team. Such persons before joining the plant team, must also complete the indoctrination course.
 - All tools and equipment required for the job, unless otherwise agreed, are to be furnished. Ensure that such tools/equipment are in a serviceable condition and fit for the purpose to which they are intended. MR shall inspect them before use and duly certified prior to use. BPDB shall inform the contractor if specialized tools or equipment is required for any of the work. All the contractor tools shall be duly inspected by the maintenance engineers of BPDB and certified as fit for use.
 - Prior to using any chemical/fuel or bringing them on site, use of MSDS is ensured which is forwarded by MR.
- Provide PPE to all their employees. The use of other PPE shall be consistent with the nature of the potential hazards associated with the agreed proposed work.
- The wearing of safety shoes, safety goggles, ear defenders (where applicable) and hard hat is mandatory inside the plant.
- Documenting that each of BPDB employees gets safe work practices necessary training to safely perform his / her job. Provides a safe working method for all jobs.

4.1.2 Employees

The responsibilities of the concerned department awarding the contract work are to:

- Nominate a supervisor for each contract job
- Inform the contractor about the following site-specific safety procedures:
 - Proper LOTO
 - Confined Space Entry
 - Procedures for Safely Opening process equipment or piping.
 - Procedures controlling the entrance into hazardous processes by contractors, maintenance and other support personnel.

Regular site walkabouts to be conducted by nominated supervisor to supervise the

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activities of the contractor. Compliance with safe working practices and the BPDB's safety rules and regulations governing such work is ensured through this supervising.

- A list of approved contractors has been compiled for the site is ensured. The Contractors Safety and Health record and programs are accurately reported and regularly updated.
- Plant entry passes are organized for a specified period.
- Any operational overlaps where the contractor's activities may adversely affect the health and safety of employees, are highlighted.
- It is ensured that contractor employees are informed of potential fire, explosion or toxic release hazards in their area of activities.
- MR is informed prior to commencement of the contract work.
- Establish and implement safe working practices prior to commencement of the work.
- Contractor arrangements concerning health, safety and insurance of their employees are examined.

4.1.3 MR

- The MR will ensure that all contractors adhere to the Plant Safety Regulations during the performance of the contractors' work, including:
 - To ensure that they are complying with safe working practices and the BPDB's safety rules and regulations governing such work, regular site walkabouts to monitor the activities of contractors are conducted.
 - Any operational overlaps where the contractor's activities may adversely affect the health and safety of employees are highlighted.
 - To ensure that contractor employees are informed of potential fire, explosion or toxic release hazards in their area of activities.
 - To ensure that the contractors do not misuse organization's equipment/facilities, nor undertake an unspecified job or violate restricted area.
 - Safety Training Record review with each contractor is completed before the commencement of contract work.
 - Plant entry passes for a specified period are organized.
 - Use of safety equipment and PPE for contractors is ensured.
- Ensure that all such contractors attend the Plant Safety Indoctrination presentation covering all relative safety topics, applicable to the scope of work:
 - Accident Reporting Procedure.
 - Use of PPE.
 - Hazardous substances.
 - Access control procedures.
 - Health and Safety Policy.
 - Emergency Response Plan.
 - Control of substances hazardous to health.
 - Requirements of safety topics related to the proposed work.

4.2 Safety Induction Training

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Refresher frequency of this training will be annual. Record of such training will be kept at least for a year.

5.0 Reference

ISO 9001:2015, ISO 14001:2015 and 45001: 2018 Standards

6.0 Appendix

None

7.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Creation

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