



SAFE MANAGEMENT OF CONTRACTORS

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Amendments to 118/12

Section	Change
all	The document has been through a major revision

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1 Introduction

Cooperation with contracting companies in the gas industry is increasing and contracted companies and their employees play an important role in safe operations, maintenance and constructions. Contracting companies are used for many different tasks, often involving hazardous activities. This guide gives advice to companies on how to manage occupational health, safety, and environmental issues, when working together with the contracting companies.

2 Scope and purpose

2.1 Scope

This publication applies to any type of contracted work performed on behalf of a gas company.

Although many recommendations may apply, this document is not intended to cover the following:

- temporary (loan) workers directly hired by the EIGA member company;
NOTE for safety reporting refer to EIGA doc 904
- contracted transportation activities when required to follow specific rules;
- contracted construction activities when required to follow specific rules.

2.2 Purpose

The purpose of this document is primarily preventive: it should be the guide for EIGA member companies and their contracting companies on implementation of the effective cooperation order to avoid HSE incidents.

3 Definitions

For the purpose of this publication, the following definitions apply.

3.1 Publication terminology

3.1.1 Shall

Indicates that the procedure is mandatory. It is used wherever the criterion for conformance to specific recommendations allows no deviation.

3.1.2 Should

Indicates that a procedure is recommended.

3.1.3 May

Indicates that the procedure is optional.

3.1.4 Will

Used only to indicate the future, not a degree of requirement.

3.1.5 Can

Indicates a possibility or ability.

3.2 Definitions

3.2.1 Accident

An event giving rise to death, ill health, injury, damage, process incident (loss of containment) or other loss.

3.2.2 Company

The EIGA member company purchasing external service from a contracting company.

3.2.3 Contract

A legally binding agreement between company and contracting company on contract work that defines and governs rights and duties of both to an agreement.

3.2.4 Contracting company

External undertaking that carries out work for a company under terms defined in a contract or service order.

3.2.5 Contractor

Person employed by the contracting company.

3.2.6 Contract work (Work)

Any service performed by a contracting company under the terms of an order placed by a company, specifying that, for a lump sum, a daily fee or according to price lists, defined work shall be performed by the personnel belonging to the contracting company and under the latter's authority.

3.2.7 Hazard

A potential source of harm.

3.2.8 HSE

Abbreviation Health, Safety and Environment.

3.2.9 Incident

An event that gave rise to an accident or had the potential to lead to an accident.

3.2.10 Service order

A request issued by a company and confirmed by the contracting company that includes the type and details of specific works ordered by a company. Similar to contract, a service order shall be supplemented by specific HSE documents (e.g. Site rules, Working permit,...)

3.2.11 Risk

The chance or probability of exposure to a hazard, combined with the consequences of such exposure.

3.2.12 Risk assessment

A structured and systematic procedure for identifying hazards, evaluating risks and prioritising decisions in order to reduce risks.