

Reference Document

R1030

Recruitment of temporary operational staff

Formerly Q WI 001

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MAYOR OF LONDON

Transport for London



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1 Purpose

The purpose of this procedure is to ensure a process is in place for procuring and managing the hiring of Temporary Operational staff with regard to operational activities and ensure risk to Temporary Operational Temporary Operational employees under DSM's control is reduced as low as is reasonably practicable. This procedure also provides a framework for ensuring compliance with necessary Management of health and safety at work and road transport regulatory.

2 Application

This procedure covers the hiring and management of all operational Temporary Operational staff for all of DSM's operational activities.

3 References

DSM/DOC/226 Agency Staff Competency Assessment (Booking Form)
DSM/DOC/2211 Agency Driver Employee Introduction/ Instruction Checklist
DSM/DOC/2231 Agency Labourer Employee Introduction/ Instruction Checklist
DSM/DOC/2232 Agency Staff Register
DSM/DOC/2233a Agency Driver Daily Check sheet
DSM/DOC/2233b Agency Labourer Daily Checksheet
Health and Safety at Work Act 1974
Road Transport Legislation

4 Abbreviations

DSM	Distribution Services
ALARP	As low as is reasonably practicable
OSEA	Operational Safety and Environmental Advisor
D.O.M	Duty Operational Manager

5 Definitions

None

6 Responsibilities

6.1 Transport Manager

- Will ensure that competencies for operational staff are clearly defined
- Will assess the need for and agree the number of agencies required satisfying DSM's fluctuating workload.
- Will select and arrange contracts with the number of agencies required.

6.2 Duty Operational Managers

- Will ensure that competencies of employees are checked against job requirements
- Will arrange work so Temporary Operational Temporary Operational employees are placed on lower risk/ non green card work
- Will ensure job requirements, risk and reporting procedures are communicated to Temporary Operational employees
- Will ensure signed records are kept for individual Temporary Operational employees.

6.3 Business Process Manager

- Will supply advice with regard to content of induction training
- Assessment of risk.
- Assist in defining competencies

6.4 HR Administrator

Will conduct weekly checks to ensure that completed copies of DSM/DOC/2211 and DSM/DOC/2231 have been completed for operational Temporary Operational staff employed by DSM.