Occupational health and safety

Prevention Plan for Contractors

One day to control risks when outside companies work on your site: selection and contractual requirements, joint prior inspection, analysis of interference risks, written prevention plan, safety induction and monitoring of the work. The case study is a job or recurring service on your site, followed from order to acceptance.

Duration : 1 day

Objectives

1. Identify the risks specific to the work of outside companies, in particular interference risks
2. Build HSE requirements into the selection, ordering and evaluation of contractors
3. Carry out a joint prior inspection with the outside company
4. Write a prevention plan that clearly allocates measures between the companies
5. Organise the induction, supervision and evaluation of outside companies

Programme

Day 1 — morning

• Risk situations: maintenance, industrial cleaning, new works, loading and unloading, security guarding

• Responsibilities of the host company and of outside companies; ISO 45001:2018 requirements on contractors

• Selecting contractors: HSE criteria, documents requested, contract clauses

• Joint prior inspection: areas, energy sources, simultaneous activities, access and circulation

Day 1 — afternoon (workshop)

• Analysis of interference risks and choice of measures company by company

• Workshop: prevention plan for a real intervention on your site

• Safety induction of contractors, access authorisations, associated permits

• Supervision during the work, site meetings, evaluation at the end of the service; knowledge test

Teaching methods

• Case study built on a real intervention on your site

• Review of your contracts, specifications and induction booklets for outside companies

• Role play of a joint inspection between principal and contractor

• Case studies of accidents that occurred during subcontracted work

• Knowledge test on the responsibilities and the steps of the prevention plan

Assessment and documents

Assessment of the prevention plan drafted in the workshop and a knowledge test, plus a day+1 learner feedback survey. Numbered certificate, verifiable online, for each participant; training report and a model prevention plan given to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The permits associated with the prevention plan are covered in the course “Permits to Work and Authorisations”. On the contractor’s side, the course “HSE Plan and Quality Assurance Plan for Construction Works” presents the other half of the system.

Practical information

Duration	1 day
Audience	HSE, purchasing and maintenance managers, works project managers
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Who should attend?

The HSE manager, but also buyers, maintenance managers and works project managers: they are the ones who order services and receive the contractors. Without them, the prevention plan remains a document of the HSE department.

Do we need a prevention plan for each intervention?

Not with the same level of detail. Recurring services, such as cleaning or maintenance under contract, can be covered by a plan drawn up for the year and reviewed at each change; one-off jobs require a specific plan. The course helps set these criteria.

Can our permanent subcontractors attend with us?

Yes, and it is often worthwhile: the joint inspection and the allocation of measures take two parties. Their presence lets the workshop deal with a real principal and contractor relationship.

How does this course support ISO 45001:2018 certification?

The standard requires you to control the risks linked to contractors and to coordinate activities with them. The selection criteria, the prevention plan and the contractor evaluation built during the day provide the evidence.