



Contractor Auditing

Responsibilities

Crescent's Contractor Auditing Service is a system that supports clients in managing its contractors' health and safety information, insurance information, training programs and specific documents that pertain to the contractor and the owner client. Crescent provides highly skilled auditors and evaluators to review these programs and documents as well as complete a face to face audit with the contractor to verify implementation of the programs. This process is multi-staged but made very simplistic for the client.

The process typically entails four steps

Step One: An initial meeting with the client to determine and set specific parameters for their contractors which can include Tier structuring based on specific roles and responsibilities within the clients work scope. Specific expectations regarding the categories listed below are determined and set the stage for the preparation of the prequalification form.

Step Two: A prequalification form is developed specifically for the client and services provided by the contractor. The prequalification form ensures that the necessary steps are in place for a contractor to work safely and sustainably, prior to establishing an agreement, or allowing a vendor to come on-site. A quality prequalification form will also allow for customized functionality, as needed. This program can be used for new or existing clients. The prequalification form will allow Crescent to evaluate the most important aspects of contractor management across these essential dynamics:

- HSE Management Commitment and Resources
- Safety and Health Statistics and Programs
- Environmental Programs
- Industrial Hygiene Programs
- Training Requirements and Programs
- Technical Skills and Knowledge
- Background Checks and Security programs
- Drug & Alcohol Programs
- Regulatory Citation History
- Sustainability/ Social Responsibility Background and Programs, including Human Rights.
- Site-Specific Requirements (as needed)
- Major projects performed, Including References
- The length of time the contractor has been in business
- Services performed, and a Risk Ranking based on the contractor's trade
- Insurance coverage and limits, additional insured, and waiver of subrogation

Once the Pre-Questionnaire is completed, it is reviewed by Crescent Compliance Specialists and OSHA Logs and EMRs are compared to the statistics provided. Insurance coverages are also verified against the requirements of the client.

Step Three: Once the prequalification form has been reviewed by Crescent, an audit is scheduled with the contractor to review the actual implementation of the programs and to provide a verification of expectations of the client to the contractor. This formal audit is conducted based on the services that are performed by the contractor and the risk associated with that service.

In order to determine that the contractor possesses an adequate understanding of both the work to be performed and the safety standards that must be followed, the following items are reviewed:

1. Management commitment and familiar with client expectations
2. The Safety Program that is currently in place adequate
3. The written Safety Program been implemented as described in pre-questionnaire
 - Incident Reporting and Investigation
 - Accident Prevention Signs and Tags
 - Hand Safety
 - Material Handling
 - Behavioral Safety
 - First-Aid/CPR/AED Considerations
 - Confined Space
 - Lockout/Tagout
 - Drug and Alcohol / Substance Abuse
 - Hazard Communication
 - Electrical Safety
 - Intervention / Stop Work Authority
 - Fire Prevention and Portable Fire Extinguishers
 - Walking Working Surfaces
 - Job Safety Analysis / Pre-Job Planning
 - Personal Protective Equipment, Respiratory
 - Prevention of Workplace Violence
 - Working at Heights
 - Permit to Work
 - Driver Safety / Transportation Safety
 - Environmental - Hazwoper
 - Excavation – Trenching & Shoring
 - Industrial Hygiene / Occupational Health
 - Site Specific Hazards and Emergency Evacuation
4. Inspection of critical pieces of equipment being completed adequately and timely
5. The Safety Programs are being implemented at the facility as well as on location
6. Review of forms, procedures, and training documents
7. Are Job Hazard Analyses (JHAs) and job-site inspections and other hazard identification / mitigation techniques being used and documented

Step Four: Once the prequalification review and audit are completed, a comprehensive report along with weighted corrective actions are provided to the client to assist with the decision-making process on whether to use the contractor or not, require additional resources including insurance coverage, documents, program implementation, action plans, variances, etc.. Crescent will work closely with the client to verify that the contractor improves as per the requirements set forth by the client. With approval of the client, Crescent can assist the contractor in obtaining and maintaining compliance. Crescent will provide the client with updates on corrective action plans and closeout of action items.

Benefits:

The purpose of a contractor auditing program is to better centralize, qualify and monitor a contingent workforce. As a result of implementing a contractor auditing program, an organization can expect to experience some, or all, of the following advantages:

1. Cost savings
2. Better supplier/client relationships
3. Higher quality contractors and suppliers
4. Less paperwork for both owners and contractors.
5. Reduced risk – continuous improvement in loss control
6. Moving towards using leading indicators vs. lagging indicators
7. Contractor awareness with regulatory and best practice sharing