

# **QNJAC Guidance**

Essential Health & Safety Guidance for Quarries



**Quarries National Joint Advisory Committee (QNJAC)**

**Information sheet in support of:**

**Quarry Operator and Contractor Code of Conduct**

## **Performance Review**

**(Version 1: May 2016, review 2021)**



This information sheet has been developed by the Quarries National Joint Advisory Committee (QNJAC) to help quarry operators, contractors, managers and others make health and safety improvements in the quarry industry. This guidance may go further than the minimum you need to do to comply with the law.

# Contractor Performance Review

## Performance Review

The purpose of this document is to enable Quarry Operators to assess the performance of contractors (including sub-contractors) that are engaged in activities that fall under the scope of the current Quarries Regulations.

The information will be used to assist the Quarry Operator to monitor performance and where areas that are below the level of what is expected, implement the appropriate action to ensure continual improvement.

All information that is gathered shall be held confidentially by the Quarry Operator unless arrangements have been made, with the respective contractor to allow other third parties access.

**Information**

Name of Contracting Company: .....

Site Location: .....

Activities being carried out by the contractor: .....

Quarry Operator Manager responsible for contractor: .....

Performance Review: Initial or Subsequent: .....

1. For the period from ..... to ..... complete the information required in table 1 for site location only:

RIDDOR Reportable				Enforcement Action				Internal Reporting						
Fatalities	Specified Injuries	Over 7-day Injuries	Dangerous Occurrences	Prohibitions Notices	Improvement Notices	Fee for Intervention	Environment Agency	Medical Treatment Cases	First Aid Treatment Cases	Lost Time Injuries	Near Misses	Unsafe Acts	Unsafe Conditions	Damage Incidents

2. Total man-days worked on site for the period as defined in Q1: .....

3. Were all incidents formally reported? If No give reasons: .....

4. Did the incident reports identify immediate, underlying and root causes? If No give reasons: .....

5. Were all identified corrective actions implemented effectively? If No give reasons: .....

6. Was the management/supervision of the contractor satisfactory? If No give reasons: .....

7. In what form and how often was the workforce engaged during the contract: .....

8. Did the contractors performance meet expectations: .....

9. Did the contractor use sub-contractors, if Yes how many; .....

10. Did the contractor carry out their own SHE inspections/audits: .....

11. Was the contractors performance in accordance with the agreed scope and programme: .....

Overall how would you rate the contractor performance (circle):

1 = Poor; 2 = Area for Improvement; 3 = Good; 4 = Very Good



Quarry Operator Comments:

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Name: ..... Signature: ..... Position in Organisation: ..... Date: .....

Contractor Comments:

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Name: ..... Signature: ..... Position in Organisation: ..... Date:.....

