Work away / off-site premises

The purpose of this risk factor is to assess the adequacy and effectiveness of the control arrangements and management systems for damage to third parties caused by employees working away from site on third party premises.

Work away includes any activity by the insured at third party locations and includes construction, decommissioning, maintenance, repair, installation, service activities, training, event organization etc. Major exposures are likely to include hot work, electrical work, excavation, demolition etc.

What do we look for?

Exposures

• Types and volumes of work away activity
• Types of customer and 3rd party site and / or equipment worked on
• Absence of written contracts and arrangements

Controls

• Clear instructions for work at a third party location
• Qualified and regularly trained personnel
• Planning of activities at third party locations together with the third party
• Written contractual agreements

Risk Improvement Ideas

• Formal training of personnel working away, review of any certifications / licenses needed. Establish appropriate safety training program to employees operating off-site & refresh at intervals.
• Develop an internal standard for working off-premises, including risk assessment, use of personal protective equipment, operating procedures, supervision, etc.

• Ensure there are written contracts and agreements prior to the start of the works. They should cover (at least) definition of the scope of the work, liability issues, evaluation of risks and related safety controls.

• Clear procedures at the customer location: register at the reception, supervision by the third party, provision of protective measures, preparation of the work area prior to execution of the work, final inspection by the supervisor after work completion, etc.

Resources

External Standards

• OHSAS 18001 – Health & Safety Management Systems

• Health and Safety Executive (HSE; UK) – HSG 65 – Successful Health & Safety Management
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