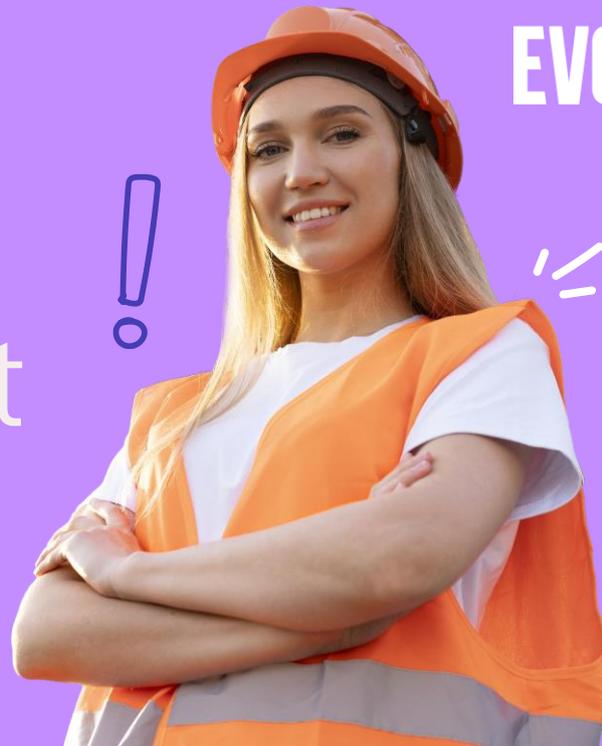


Contractor Management

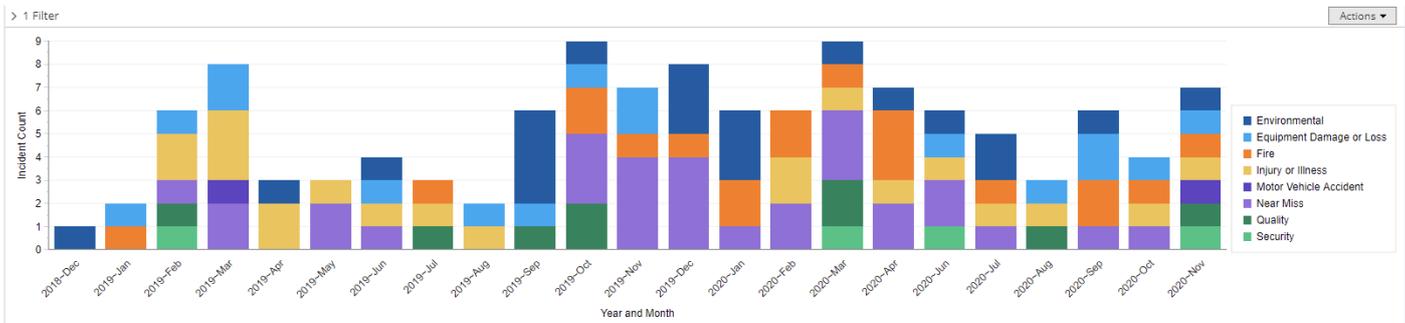
Manage and Track Engagement With Third Parties.



Managing numerous contractors effectively is integral to reducing risk, meeting corporate business objectives and achieving safety goals. However, the process can be complex.

Simplify the process with Evox's preconfigured Contractor Management module. Keep prequalification, onboarding and monitoring of contractors in one place. This ensures compliance with regulations, reduces risk and protects organizational reputation.

Incidents by Consequence & Contractor Company



Streamlined the process to ensure contractor compliance



Monitor contractor performance



See immediately which contractors are approved for specific tasks and locations



Protect your reputation when engaging contracting companies



Engage contractors to participate in your safety program

Core Functionality

The module is preconfigured to record and track contractor company details and workers, undertake prequalification, track inductions and issue approvals to enter sites.

01 Centralized Contractor Records

Gain a universal view of all your contractor and worker information. This enables a standardized approach to ensure accurate information on contractors, their worker and compliance.

The module allows you to:

- Document all company contact information and worker information in one central register.
- Allocate a Contract Manager, who will be automatically notified of expirations and renewal dates for prequalifications, insurances, certifications and other records.
- Record details for the expiry of public liability, professional indemnity, workers' compensation and company-specific prequalification questionnaires.
- Track and update the contracting company's approval status, based on availability of current insurance and other approvals information.
- Specify and manage specialized contractor work tasks, such as asbestos remediation or hot work, ensuring contractors are qualified for the job.

02 Integrated Prequalification Process

Bring contractors into your safety program starting with your prequalification process. Speed up onboarding by sending contractors a self-register portal, so they can input their own prequalification details to your register with ease.

This process includes:

- An invitation email with a link to access their specific contractor company record.
- Submission of prequalification details including company questionnaires, insurance documentation and worker details.
- Automated notifications to administrators for review and approval. Upon approval, the contractors access level is updated, enabling them to report incidents and hazards at their site and manage contractor workers effectively.

03 Contractor Induction

Once you have qualified a company, you may require workers to undertake inductions to ensure they meet your site-specific safety requirements before beginning work.

The induction process includes:

- Scheduling and managing general and site-specific induction sessions.
- Enrolling contractor workers to an induction session.
- Automatically updating workers' records upon completion of an induction.
- Setting and tracking induction expiry dates based on company rules.

Only contractor workers who have completed the required inductions can be selected to undertake the tasks outlined in a site approval.

04 Issue and Track Site approvals

Issue and track site approvals for contractors and workers to carry out specific tasks at a site.

The process allows you to:

- Capture the company and location for the work to be undertaken.
- Approve personnel for that site, based on a valid general and/or site induction.
- Define specific work tasks covered for the site approval, which the contracting company is approved to undertake.
- Define validity periods and attachment of any safety documentation.
- Automatically email the contracting company with confirmation once the site approval is issued.

05 Contractor Monitoring

After qualifying a contractor, continuously monitor the contracting company and their workers. Track key metrics and produce a contractor company report and a league table covering:

- Incidents involving the contractor
- Injuries relating to their personnel
- Drug and alcohol test results

Data Analytics, Reports, and Dashboards

The modules provide reporting and data analytics capabilities to:

- Automatically save details from a record as a formatted PDF.
- Transform data into Visualizations on the fly.
- Query, analyze and build custom reports and dashboards with pivot tables and charts, including geo-maps using any of the data captured in the module.

We have the following pre-configured reports and dashboards:

- **Contractor Company Report:** provides all information for the selected Company. Including insurance dates and amounts, counts, and details of Incidents, Injuries, and Site Approvals.
- **Contractor Dashboard:** provides data for evaluating each Company in a single view.

1 Filter Contractor League Table

Company Name	Permit to Work Issued Count	Drug / Alcohol Test Count	Drug / Alcohol Test Failed Count	Drug / Alcohol Test Failed %	Incidents Involved Count	Injuries Involved Count
AB Contractors	0	0	0		29	2
AB Sub Contractors	0	4	0		29	2
D L Plant Services	0	3	2	67	20	0
ERSA Business Systems	0	2	1	50	26	21
Freemans Transport (Pty) Ltd	0	10	5	50	21	16
Industrial Air (Pty) Ltd	0	0	0		26	0
Industrial Health Services Pty Ltd	0	0	0		29	2
Industrial Safety Services	0	0	0		30	0
S Hardware Wholesalers	0	0	0		23	0
Workplace Chemicals Ltd	0	0	0		28	2

Integrated Processes

The module integrates with:

Incident Management

To select contractor companies involved in incidents.

Injury

To select contractor workers injured or ill.

Industrial Hygiene

When the Company is used for analyzing samples.

Occupational Health

When the Company is used for analyzing samples and reading X-Rays..

Alcohol and Drug Testing

Performed on contractor workers.

Hours

Record hours worked by contractor personnel when used in frequency rate analysis.

Alerts

To send alerts to one or more companies.

Document Management

To specify site approval safety documents.

Training Management

As a provider of a training course or session.

Waste Management

Identifying the Company used for waste disposal and shipping.

Our solution is highly configurable, and the above forms, workflow, reports, dashboards, and integrated processes can be tailored or extended to suit your needs.



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Let's chat

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Our Evotix team is passionate about applying market leading technology to create safer, smarter workplaces, partnering with organizations that value people's safety, communities and the planet.

As safety professionals and long-term leaders in the Verdantix EHS Green Quadrant, our deep and practical insight addresses your evolving needs, helping you achieve your health, safety and sustainability goals.

Evotix: your all-around partner for the journey.

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