



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure in Respect of Hire of Contract Labour on Day Works

(Clare)

Procedure No. 112

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INTRODUCTION

This Procedure details the system to be followed in respect of hire of Contracts Labour on Day Works.

Scope

Hire of Contracts Labour on Day Works in Estates – Clare.

Responsibility

Estates – Clare

PROCEDURE

Reason for Hire of Contract Labour on Day Works

1. To deal with emergency works which occur after 5.00 pm Monday to Friday and on weekends where a HSE Craftsman is not available.
2. To carry out specific projects where HSE Craftsmen are unavailable or unable to carry out same due to their own workload.
3. To provide cover where the HSE Maintenance Staff are on annual leave or sick leave.

Selection of Contractors for Day Works

Tenders are sought from contractors annually for their all in hourly rate for the hire of contract labour on day works. The most competitive contractors are used thereafter subject to availability.

Approval for Hire of Contract Labour

1. For item No 1 above (evening and weekend emergency works) where the Care Group Manager is unavailable and the work has to be done retrospective approval is sought by Technical Services by completing the “Hire of Contractor on Day Works Form”. Alternatively a letter, memo or email may be sent to the Care Group Manager requesting approval. Record of work and approval updated on computerised record and copy filed pending submission of contractors invoice.
2. For items 2 and 3 above “Hire of Contractor on Day Works Form” is completed by Technical Services Foreman / Maintenance Manager and the Care Group Manager gives advance approval. Alternatively a letter or memo may be sent to the Care Group Manager requesting approval. Record of work and approval updated on computerised record and copy filed pending submission of contractors invoice.

Payment of Invoices in Respect of Day Works:

1. Contractor submits his invoice.
2. Foreman / Project Leader checks that the work has been carried out to satisfaction and certifies the invoice in order for payment.

A "Payment of Invoice Form" is completed with invoice attached. This is signed off by Maintenance Manager and submitted to Estates Finance Department for payment. Copy of "Payment of Invoice Form" sent to Ann McGrath in Clare Finance for her information and copy put on file. Record of contractor, work carried out, cost, approval updated on computerised system.