



Complete Interior Solution - Safety Document for Contractors

1. Basic Rules

1.1 Introduction

The Company in addition to its statutory obligations has devised a number of safety rules of its own in order to establish and maintain a high standard of safety on its premises.

This document is intended to familiarise those conducting work on the Company's premises with the minimum standards of safety they are required to maintain at all times.

1.2 Objective

The objective is to ensure that contractors adopt a safe system of work which will not endanger the Company's employees, members of the public or any contractor's employees. This document is not to be regarded as relieving in any way the contractors of their own statutory obligations and Common Law duties.

If these health and safety rules are clearly understood at the outset of the job, then contractors should find no difficulty in complying with them.

1.3 Action by Contractor

This document is issued to all contractors and subcontractors working on company-occupied premises.

The Contractor's Representative must study Section 2 and 3. If you are not intending to undertake any of the specialist activities (refer to the examples listed in Section 3), you must sign and return the completed Contractor's Receipt Form (see Appendix) together with the necessary documentation as specified on the form.

If you are unsure as to whether any of the activities listed in Section 3 are involved in the contractors you should ask the Company Representative to supply the booklet 'Safety Document For Contractors - Part B (Specialist Activities)'.

Duty Holder Name:	
Position:	
Signature:	
Date:	

2. Company Representative

Note:

The term 'Company Representative' is defined in 2.1 below.

Any reference to the Company Representative in this document shall be taken to include 2.2 and 2.3.

2.1 The member of staff who formally initiates and accepts a contractor's tender is to be known for the purpose of these rules as the "Company Representative":-

NAME: Who is the Company Representative?

POSITION: What is the Company Representative's Job Title?

TELEPHONE: What is the Company Representative's Contact Telephone Number?

2.2 The Company Representative delegates responsibility for administration of this contract to the following named individuals in the same Department:-

NAME	POSITION	TELEPHONE
Who has responsibility for the contract?	Administrator's Job Title	Administrator's Contact Phone Number
Who has responsibility for the contract?	Administrator's Job Title	Administrator's Contact Phone Number
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2.3 Arrangements for particular locations often involve the local Branch Manager or Chief Clerk who act as a convenient channel of communication between the Company Representative and the Contractor's Representative.

2.4 Authority of the Company Representative

2.4.1 Contractors must obey written instructions and take account of verbal advice given to them by the Company Representative or his above named deputy in respect of health and safety.

2.4.2 The Company Representative will retain the right to stop any operation, erection of plant or equipment, or the action of any contractor's employees if it is considered that there is a hazard to the health and safety of Company employees or members of the public. In that event the Contractor's Representative will be notified verbally with written confirmation. The Company will not accept any liability for increased costs arising from such actions.

2.4.3 The Company Representative may notify the Relevant Authority of any breach of the relevant statutory provisions.

3. General Requirements

3.1 Basic Legal Requirements

Contractors must comply with the Health and Safety at Work Act, 1974 and any other statutory provisions and Common Law duties. Steps must be taken to ensure the provision of adequate and suitable plant and equipment. Only those contractor's employees having appropriate training and experience should be allowed to work on the Company's premises. The Contractor's Representative must ensure the activities are properly supervised on a daily basis as well as arranging for spot-checking of any activities extending over a long period.

3.2 Dissemination Of The Safety Document For Contractors:

The Contractor's Representative is required to ensure that all his employees, subcontractors and all their employees, whilst on the Company's premises are informed of these health and safety rules. The Contractor's Representative is required to obtain completed Contractor's Receipt Forms (see Appendix) from subcontractors to show that they win comply with the terms of this document.

3.3 Period Of Work

The contractor must notify the Administration Department or Local Branch Manager, or other Company Representative in an appropriate way before commencing and upon completion of their task. Prior application must be made for any work to be undertaken out of normal office hours.

3.4 Security

The Administration Department or Local Branch Manager is to be consulted with regard to the arrangements for security on the premises.

3.5 Vehicles

Vehicles used by contractors or their employees are allowed on the Company's premises for delivery, parking or collection, subject to local instructions. All drivers are requested to exercise maximum care when on Company premises and particularly when employees or members of the public are entering or leaving the building. Drivers of large vehicles operating in confined circumstances must ensure there is a person in attendance to assist with reversing etc.

3.6 Delivery And Deposit Of Material And Goods

No materials, goods or equipment shall be stored in plant rooms or placed so as to obstruct a general work area, gangway or fire exit route. All rubbish, especially dangerous or flammable materials must be removed from the premises every day. Closed skips or bins must be used for storage of dangerous or readily combustible material.

3.7 Contractor's Work Area:

The contractor must keep locked the doors to flat. roof with unprotected edges, plant room and electrical apparatus unless in attendance. Where possible the contractor's work area should be clearly defined and physically separated from other parts of the premises. The area may be marked by a temporary partition or tape backed up with warning signs. For major works any temporary partitions or site huts etc, should be of a non-combustible nature. The segregated area will then become the responsibility of the contractor. Under no circumstances should portable or temporary methods of heating be introduced to the contractor's area without prior authorisation by the Administration Department or Local Branch Manager.

3.8 Holes, Raised Surfaces And Projections

Holes, raised surfaces, trailing leads or hoses and projecting equipment must not be left at any time without taking the necessary safety precautions. All openings must be securely fenced or covered over and marked with warning notices/signs. During the execution of all such work the surrounding area must be maintained in a state of tidiness. Loose materials of whatever kind must not be left about or allowed to obstruct the roadway, gangways or working areas.

3.9 No Smoking Areas

The No Smoking rules prevailing in certain areas must be strictly observed. The Contractor's Representative must discourage smoking in all work areas and particularly within one hour of the end of office hours.

3.10 Fire Equipment

The removal or obstruction of fire extinguishing equipment from its original location is prohibited. The contractor is responsible for providing and maintaining any specialised fire extinguishers for the work in progress. Temporary fire curtains, fire break doors and fire stops in cable ducts must be of a suitable flame resistant material.

3.11 Evacuation Of Buildings

The contractor must read the fire instructions displayed in Company premises and comply with them in the event of an emergency evacuation.

3.12 Existing Services

It is the contractor's responsibility to ascertain the existence and whereabouts of electrical cables, drains, air, gas and water mains. The contractor must familiarise himself with how to operate the main and/or local isolation points for services before starting work and in anticipation of an emergency. The contractor may use the Company's electricity supply by means of 13A plugs complying with British Standard 1363: 1984 and suitable fittings for 110 volt transformers and electrical welders. Contractor's portable electrical equipment and cables may be subject to examination and approval.

On no account may use be made of the Company's gas, water or compressed air mains without permission.

3.13 Plant, Tools And Equipment

All plant tools and equipment brought on to the Company's premises should be of safe design and in a safe condition. Particular attention must be given to checking the electrical and mechanical integrity of any hire equipment. Earth leakage circuit breakers should be fitted on all 240V cables. Equipment operating at 110 volts is preferable.

3.14 Safeguarding Of Machinery

All machines such as circular saw tables and pipe threaders must be guarded in accordance with the statutory requirements and/or Health and Safety Executive guidance documents.

3.15 Portable Access Equipment

Where ladders, step ladders and trestles are necessary they must be used in a safe manner for the work to be done. Ladders should be securely tied at the top or held by a person at the bottom unless they incorporate suitable safety devices. The equipment should be of suitable construction and free from defect. Equipment and materials must be carefully moved and not thrown nor dropped from a height.

3.16 Contractor's Equipment Subject To Statutory Examinations

Before any lifting appliances and tackle or air/steam receivers, are brought on to the Company's premises, a test certificate and current statutory examination report must be obtained and may be required for inspection by the Company Representative.

3.17 Delicate Equipment

Permission must first be obtained before commencing any work above or adjacent to VDU, printers, computers etc.

3.18 Company's Equipment

On no account may the Company's ladders, material-handling transport, or any other equipment be operated or otherwise made use of without the permission of the Administration Department or Local Branch Manager.

3.19 Safety Precautions

Anything provided for the safety of the Company's employees or others may not be interfered with. Permission must first be obtained before removal of machine guards or electrical covers for maintenance purposes.

3.20 Warning Of Danger

Care must be taken at all times to protect the Company's employees and members of the public from danger and to protect property and work in progress from damage. Any circumstances which give rise to such danger or damage must be reported immediately.

3.21 Personal Protective Equipment And Clothing

All contractor's employees must be issued with, and make full use of all such protective equipment or clothing as required by statute or any regulations made thereunder. They must also meet any locally agreed requirements for protecting the employees, for example the use of safety helmets and protective footwear.

3.22 Accidents

In addition to the statutory obligations for the Contractor's Representative to report dangerous occurrences and accidents to the appropriate authority, all accidents must be reported to the Company Representative.

4. Examples Of Activities Covered By Safety Document For Contractors - Part B (Specialist Activities)

4.1 Specialist Activities

The Contractor's Representative should carefully consider the proposed activities to determine the extent of hazardous operations.

The following are examples of activities where particular care is required and the Contractor's Representative must have a written safe system of work:-

- 4.1.1 Work involving hazardous substances
- 4.1.2 Storage and/or use of flammable liquids and materials
- 4.1.3 Work involving explosive and radioactive articles
- 4.1.4 Burning of rubbish
- 4.1.5 Noisy operations
- 4.1.6 Overhead work
- 4.1.7 Window cleaning
- 4.1.8 Major Building operations covered by the Construction Regulations
- 4.1.9 Interference with services
- 4.1.10 Hot work
- 4.1.11 Interference with fire protection equipment
- 4.1.12 Live work on electrical apparatus
- 4.1.13 Installation and removal of certain materials
- 4.1.14 Work involving remote controlled machinery
- 4.1.15 Entry into confined spaces
- 4.1.16 Work or testing of high pressure equipment

The Company operates a Permit to Work system for Hot Work (item 3.1.10 above) i.e. all activities involving flame, hot-air or arc-welding and cutting equipment brazing and soldering equipment, blowlamps, bitumen boilers and other equipment producing heat or having naked flames.

5. Part B - Specialist Activities

5.1 Introduction

The Company in addition to its statutory obligations has devised a number of safety rules of its own in order to establish and maintain a high standard of safety on its premises.

This document is intended to familiarise those conducting work on the Company's premises with the minimum standards of safety they are required to maintain at all times.

5.2 Objective

The objective is to ensure that contractors adopt a safe system of work which will not endanger the Company's employees, members of the public or any contractor's employees. This document is not to be regarded as relieving in any way the contractors of their own statutory obligations and Common Law duties.

If these health and safety rules are clearly understood at the outset of the job, then contractors should find no difficulty in complying with them.

5.3 Action by Contractor

This document is issued to all contractors and subcontractors working on company-occupied premises who have notified the Company Representative that specialist activities are involved.

Initial Safety Meeting must be arranged and the Contractor's Representative will be required to sign the minutes instead of completing the Contractor's Receipt Form.

6. Specialist Activities

The following are examples of activities where particular care is required and the Contractor's Representative must incorporate safety procedures to suit the contract works by reference to the Health and Safety Executive's guidance provided below.

6.1 Working Involving Hazardous Substances

Any materials assessed as hazardous.

6.2 Storage and/or Use of Flammable Liquids and Materials

Storage of paint, paint thinners, petrol, oil LPG or gas cylinders or any other highly flammable liquids or materials, or using oil, coke, coal or gas burning equipment, tar kettles or any other type of heater on the Company's premises.

6.3 Work Involving Explosive and Radioactive Articles

Explosive articles, including cartridge-operated tools or any radioactive materials.

NOTE: Cartridge-operated tools should only be used by a person who has appropriate training. Extreme care must be taken to ensure the safety of the operator and any other person in the vicinity.

6.4 Burning of Rubbish

The disposal of rubbish etc, by burning or tipping.

6.5 Noisy Operations

Any activity which is likely to significantly increase the ambient noise level in the area of operations.

6.6 Overhead Work

Work over two meters above the ground, over the heads of Company's employees or members of the public, above or adjacent to moving plant or machinery., or over road works or gangways. Warning barriers and signs must be used.

6.7 Window Cleaning

Interior or exterior window cleaning.

6.8 Major Building Operations Covered By The Construction Regulations

The Company requires all building work to be carried out strictly in accordance with the relevant regulations.

The contractor is responsible for ascertaining whether any of the work envisaged is covered by any of the Construction Regulations.

6.9 Interference With Services

Alteration, disconnection or interference with electrical cables, drains, air ducts/pipes, gas and water mains, hose reels and other services.

6.10 Hotwork

This includes all operations involving flame, hot-air or arc-welding and cutting equipment, any grinding equipment, any brazing and soldering equipment, blowlamps, bitumen boilers and any other equipment producing heat or having naked flames. No 'Hot Work' will be allowed to commence unless a 'Hot Work' permit (see example in Appendix 1) has been issued by Eagle Star.

6.11 Interference with Fire Protection Equipment

Any interference with the electrical wiring or other mechanism, of automatic fire detection and extinguishing apparatus, or the audible fire warning system.

6.12 Live Work on Electrical Apparatus

"Live" work on potentially dangerous electrical apparatus operating above 110 volts AC or 50 volts DC.

6.13 Installation and Removal of Certain Materials

Work involving materials containing asbestos, PCB's or any other toxic substances.

6.14 Work Involving Remote Controlled Machinery

Any work on conveyors, lifts, power cradles and elevators.

6.15 Entry Into Confined Spaces

Entry into any tank, chamber, flue or other confined space such as refrigeration plant.

6.16 Work Or Testing of High Pressure Equipment

Abrasive blasting of stone work and the testing of air receivers.

7. **Guidance for a Safe System of Work**

Many hazards are clearly recognisable and can be overcome by physically separating people from them, e.g. by using guarding on machinery.

A safe system of work is needed when hazards cannot be physically eliminated and some element of risk remains.

You should apply these principles:-

7.1 Assessing the Task

Assess all aspects of the task and the risks which it presents. Hazards to health as well as to safety should be considered.

Take account of..

- what is used, e.g. the plant and substances, potential failures of machinery, to3dc hazards, electrical hazards, design limits, risk of inadvertently operating automatic controls;
- who does what, e.g. delegation, training, foreseeable human errors, short cuts, ability to cope in an emergency;
- where the task is carried out, eg hazards in the workplace, problems caused by weather conditions or lighting, hazards from adjacent processes or contractors, etc;
- how the task is done, eg the procedures, potential failures in work methods, lack of foresight of infrequent events;

7.2 Identifying the Hazards

When you have assessed a task, you should spot its hazards and weigh up the risks. Where possible you should eliminate the hazards and reduce the risks before you rely upon a safe system of work.

7.3 Defining Safe Methods

Your safe system of work may be defined orally, by a simple written procedure or in exceptional cases by a formal permit to work scheme.

- Consider the preparation and authorisation needed at the start of the job.
- Ensure clear planning of job sequences.
- Specify safe work methods.
- Include means of access and escape if relevant.
- Consider the tasks of dismantling, disposal etc. at the end of the job.
- Involve the people who will be doing the work. Their practical knowledge of problems can help avoid unusual risks and prevent false assumptions being made at this stage.

7.4 Implementing the System

Your safe system of work must be communicated properly, understood by employees and applied correctly. They should be aware of your commitment to reduce accidents by using safe systems of work.

Ensure that supervisors know that they should implement and maintain those systems of work and that employees, supervisors and managers are all trained in the necessary skills and are fully aware of potential risks and the precautions they need to adopt.

Stress the need to avoid short cuts. It should be part of a system of work to stop work when faced with an unexpected problem until a safe solution can be found.

7.5 Monitoring the System

Monitoring means periodically checking:

- that employees continue to find the system workable;
- that the procedures laid down in your system of work are being carried out and are effective; and
- that any changes in circumstances which require alterations to the system of work are taken into account.

8. Initial Safety Meeting

8.1 Procedure

A meeting before the start of the contract must be held whenever the Contractor's Representative gives notification of work involving Specialist Activities.

The Company Representative or his delegated representative must chair the meeting and arrange for minutes to be taken. These must be sent to the Contractor's Representative for checking and signatures of approval.

The minutes should give the date and location of the meeting, names and job titles and companies of persons attending.

8.2 Agenda And Structure Of Minutes

8.2.1 Formal communications:-

- (a) Company Representative
- (b) Contractor's Representative

8.2.2 Contractor's duties to monitor the safety of operations.

8.2.3 Commencement and completion dates of contract work.

8.2.4 Exact location of work and access routes for contractors and equipment.

8.2.5 Nature of Company's premises and processes which may affect the contractor's work, for example the presence of refurbishment contractors or any hazardous substances in the area of work.

8.2.6 The Contractor's Representative must provide copies of the following documents:

- (a) Health and Safety Policy which is required under the Safety Health and Welfare at Work Act 1989.
- (b) Copies of Employers Liability and Public Liability insurance policies.

8.2.7 Practical implications of each item in Safety Document for Contractor's - Part A Section 2.

8.2.8 Acknowledgement of Contractor's proposed safe system of work for compliance with Safety Document for Contractor's - Part B Section 1.

8.2.9 Description of Eagle Star's hot work permit system where relevant.

8.2.10 Any other business.

8.2.11 Date, time and place of next Safety Meeting.

8.2.12 Signatures of approval and dates.

APPENDIX 1 HOT WORK PERMIT

Applicable to all operations Involving flame, hot-air or arc-welding and cutting equipment, brazing and soldering equipment, blowlamps, boilers and other equipment producing heat or having naked flames.

1. Details of Work

Period of work:	
Exact location:	
Equipment for the operation:	
Fire Hazard:	
Other hazards:	
Comments:	

2. Fire Precautions

General conditions

- The above location has been examined.
- Where sprinklers are installed that these are operative.
- Cutting and welding equipment in good repair and adequately secured.

Precautions within 15m of work

- Floor clean of combustible materials.
- Combustible floors protected by wetting down and covering with damp sand or sheet of non-combustible material.
- Combustible materials and flammable liquids protected with combustible curtains or sheets.
- All wall and floor openings covered with sheets of non-combustible material.
- All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible material.
- Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks.

Work on walls or ceilings

- Combustible constructions protected by non-combustible curtains or sheets.
- Combustibles moved away from opposite side and clear of any metal likely to conduct heat. (Where metal beams/pipes are being worked on, and extend through walls or partitions, precautions must be taken on the far side of such a wall or partition).

Work on enclosed equipment (tanks, containers ducts, dust collectors etc)

- Equipment cleaned of all combustibles.
- Containers free of flammable vapours.

Fire Watch

- Provision for the attendance of a contractors' employee during and for one hour after completion of work. Such employee being supplied with extinguishers or small bore hose and trained in the use of such equipment and in sounding the alarm. He and the operatives have had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of fire.
- Warning notices have been displayed.

3. Authorisation

I have personally checked the aforementioned precautions and consider it safe to carry out this work.

Permission is granted to Name of Contractor
to use Describe the Equipment required for the operation
in State the Location of any such Hot Work

Company Representative

Date: Date of Permit

4. Acknowledgement

I understand the hazards of this work and the precautions to be taken. These have also been fully explained to the operatives carrying out this work and I consider them competent to do it safely. I will return my copy of this permit to the Company Representative when the work has been safely completed.

What is the Name of the Contractor's Supervisor?
Contractor's Supervisor

5. Inspection

Work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation, and one hour later no smouldering fires were discovered.

Signatures

Contractors' Supervisor
Date

Complete Interior Solution
Date:

**APPENDIX 2
CONTRACTOR'S RECEIPT FORM**

Commencement Date:	
Completion Date:	
Exact Location:	
Nature of Work:	

1. I acknowledge receipt of the Company's Safety Document for Contractors- Part A (Basic Rules).
2. I agree that the Safety Document for Contractors, Part A (Basic Rules) is incorporated into the Contractual Agreement.
3. I shall obtain completed Contractor's Receipt Forms from subcontractors to show that they win comply with the terms of this document.
4. I accept that the Safety Document for Contractors - Part A (Basic Rules) does not in any way relieve the contractor of any statutory obligations and Common Law duties.
5. I attach the Health and Safety Policy document prepared by the contractor in accordance with The Health and Safety at Work Act, 1974.
6. I attach copies of current insurance policies held by the contractor in respect of Employer's Liability and Public Liability.
7. I confirm that the contract works do not involve any "Specialist Activities' as defined in this document.

Name:	
Position:	
Signature:	
Date:	