

CONTRACTORS RULES

1. INTRODUCTION

- 1.1 To ensure that Contractors understand their obligations and legal responsibilities whilst on our premises we ask that they read and comply with these Safety Rules and sign and return the last page as indicated.
- 1.2 Where appropriate Contractors will be expected to comply with the Company's own Safe Systems of Work including "Permit to Work" procedures and Health Safety and Environmental Policies.

2. HEALTH AND SAFETY - RESPONSIBILITY

- 2.1 Under the Health and Safety at Work etc Act 1974 and other relevant legislation, Contractors have primary responsibility for the safety of their own employees and to others who may be affected by their operations. There is also general Duty of Care towards the Company's employees and members of the public.
- 2.2 Contractors should be aware of, and comply with, all relevant health and safety legislation insofar as it affects their activities including the need to carry out Risk Assessments and establish Safe Systems of Work before such work proceeds.

3. EMPLOYERS LIABILITY AND PUBLIC LIABILITY INSURANCE

- 3.1 Before commencing any work the Contractor must have appropriate Employers Liability and Public Liability insurance cover with adequate indemnity limits. Confirmation that cover has been renewed and that premiums have been paid may be required.

4. STARTING AND FINISHING WORK

- 4.1 Before any work commences, the Contractor should establish from the Company's Management who is the nominated Site Contact and the standby.
- 4.2 The Contractor will discuss with the nominated Supervisor the health and safety implications of the work to be undertaken and will provide details of the materials and equipment that is to be bought on site together with the services needed work methods to be adopted and where materials are to be stored.
- 4.3 The nominated Site Contact will identify any "Permit to Work" that will apply.
- 4.4 At the start and end of each day, the Contractor will "sign on/off" with the Company booking in procedure and the Site Contact.
- 4.5 For any hazardous operations, the Contractor should provide a "Method Statement" based on an adequate risk assessment.

5. FIRE PRECAUTIONS

- 5.1 Contractors are expected to know the location of the nearest fire alarm, the evacuation procedures and the escape routes to the assembly point. The use of fire fighting, other than for its intended purpose is forbidden.
- 5.2 Contractors must consult the Site Contact to discuss any fire precautions that may be necessary.
- 5.3 In the case of a fire, a fire alarm will sound and all contractors must leave the building in which they are working by the nearest fire exit to their designated assembly point. The contractors will make their presence known to the roll caller.
- 5.4 You must not smoke anywhere in the factory except in dedicated areas.
- 5.5 Any fire, no matter how small, must be reported to the Site Contact.

6. HOT WORK

- 6.1 In all cases, the use of welding or metal cutting equipment, blow lamps, bitumen pots or any other equipment producing naked flames or sparks must be reviewed with the Site Contact prior to commencement of the work. Permission will only be given in writing.
- 6.2 Suitable fire fighting equipment should be provided. Combustibles, where appropriate should be removed from the danger area.

7. FLAMMABLE LIQUIDS/ HAZARDOUS CHEMICALS

- 7.1 Any intention to bring on to site any flammable liquids or hazardous chemicals should be discussed with the Site Contact.
- 7.2 It is expected that the Contractor will have available risk assessments in order to comply with the COSHH Regulations.

8. ENTRY INTO CONFINED SPACES

- 8.1 Before such work can be undertaken, the Site Contact must be consulted.
- 8.2 Suitable precautions should be taken to prevent the build up of flammable vapours, gases or oxygen enriched atmospheres and a Safe System of Work should be adopted for entry into confined spaces”,

9. USE OF EQUIPMENT

- 9.1 All equipment bought on to site should be in good working order and should comply fully with statutory requirements. Normally Contractors will not be permitted to use Company equipment in particular machinery such as lift trucks, overhead cranes etc. Under exceptional circumstances permission may be given to use some equipment but details must be discussed and agreed with the Site Contact.

10. MACHINERY

- 10.1 Suitable guarding should be provided to all machines that are used by the Contractors. Particular attention should be given to the Provision and Use of Work Equipment Regulations.
- 10.2 You must not remove any guard, fencing or work on any plant equipment or services without prior permission from your Site Contact. All guards and fencing must be replaced on completion of work
- 10.3 When working on the Company's machines suitable isolation procedures including lock off should be undertaken to prevent accidental operation of the unit.

11. CRANES, HOISTS AND LIFTING TACKLE

- 11.1 Any lifting equipment as it is brought on to the site must be safe and a copy of its current inspection certificate must be available for inspection.

12. WORKING AT HEIGHTS

- 12.1 Avoid work at height where you can, where work at height cannot be avoided it should be properly planned and organised, using work equipment or other measures to prevent falls.
- 12.2 Where work at height cannot be eliminated, work equipment or other measures should be used to minimise the distance and consequences of a fall.
- 12.3 No work is to be undertaken above the heads of Company employees or members of the public without suitable precautions being discussed with your site contact.
- 12.4 Contractors are not permitted to go on to the roofs of any buildings without the permission of your site contact.
- 12.5 When working on roofs of a fragile nature, such as cement asbestos, crawling boards must be used.
- 12.6 Where work is undertaken close to the edge of roofs then guard rails and toe boards should be provided or other effective means of protection against falls. Regard should also be given to people at ground level in the event of any equipment that is accidentally dropped.
- 12.7 Rubbish and rubble must always be removed from the roof by an approved method. Nothing should be thrown down from the roof to the ground. Valleys and gutters should not be obstructed by rubbish.
- 12.8 Ladders may only be used if no other work equipment can be justified, because of the low risk involved, or the work is of short duration, or existing features on site cannot be altered.

- 12.9 All ladders should be inspected before they are put into use by the Contractor. Ladders should extend 3' 6" above the working landing. They should also be placed so that they are at a safe angle (1' out from the wall for every 4' of rise).
- 12.10 Ladders, when in place, should be secured and tied.
- 12.11 Ladders should be removed at the end of the day and left in a safe secure place.
- 12.12 Any scaffolding should be assembled on secure foundations. Particular attention should be given to the provision of guardrails and toe boards including construction by competent people and with regular inspections.
- 12.13 When scaffolding is left incomplete its access should be effectively prevented and the scaffold marked with appropriate warning signs.
- 12.14 A (Mechanical Elevated Work Platform) MEWP must not be used until your site contact has authorised the work arrangements and the type of machine to be used.
- 12.15 All work must be done within the platform of the MEWP.
- 12.16 You must satisfy yourself that the working area where the MEWP is to be used is suitable, particularly regarding overhead risks, condition of floor and safe working load of equipment.
- 12.17 In certain circumstances a safety harness and restraint / lanyard may be required when working at height, this must be discussed and agreed with your site contact

13. ELECTRICAL WORK

- 13.1 All electrical connections to the Company's supplies must be carried out by one of the Company's authorised Electrical Engineers.
- 13.2 Before any work proceeds, it must be ensured that there is a safe system of work, including common understanding between all parties involved.
- 13.3 Only low voltage (110 volt or less) equipment may be used on site except in exceptional circumstances as agreed with the Site Contact. All equipment and procedures should comply with current legislation, including the Electricity at Work Regulations and where equipment must be PAT tested.

14. PERSONAL PROTECTIVE EQUIPMENT

- 14.1 Suitable personal protective equipment must be used by the Contractor's employees, appropriate to the task undertaken. Such equipment may include safety shoes, safety helmets, eye protection, ear defenders, high viz. jacket, and fall arrest equipment (work restraint – stops a person from falling, fall arrest – stops a person after they have fallen).

14.2 Adequate protective clothing must be provided and used.

15. EXCAVATIONS

15.1 Before any such work is undertaken the Site Contact must be consulted and the work procedure agreed.

15.2 A Safe System of Work must be adopted in accordance with HS(G)47 “Avoiding Danger from Underground Services” including:-

- Identification of underground services through drawings, contract with service suppliers (Gas, Electricity, Water) **and** with service locating devices.
- Safe digging techniques.

15.3 All holes must be clearly fenced and if necessary lit with warning lights.

16. ACCIDENTS / INCIDENTS / DANGEROUS OCCURRANCES

16.1 All accidents and incidents etc must be promptly brought to the attention of Company Management so that the circumstances can be effectively investigated as appropriate.

16.2 Under normal circumstances the first aid facilities at the company will be made available for contractors

16.3 All injuries should be recorded in the Company’s Accident Record Book.

17. ASBESTOS

17.1 Assessments have been conducted to determine where asbestos containing materials may be present in the premises and what any likely risk of exposure exists.

17.2 You or your representative will be made aware of the location and condition of known asbestos before any work is commenced.

17.3 Although every effort has been made to determine the presence of asbestos, some materials may still exist that have not been identified. Where you or your representatives come into contact with undisclosed materials that are believed may be asbestos, the materials must not be disturbed but you must report their presence to your site contact.

18. COMPRESSED AIR

18.1 You must not couple up to services until your site contact has agreed the correct procedure with you.

18.2 You site contact must agree with you the siting of any compressors.

- 18.3 Compressed air equipment must be fitted with silencers.
- 18.4 Compressed air must not be used to blow down clothing or other articles.

19. GAS CYLINDERS

- 19.1 Gas cylinders must not be brought onto site until the place of use, method of work and storage has been agreed with your site contact.
- 19.2 Gas cylinders must be registered with the site maintenance department.

20. VEHICLES

- 20.1 You must not drive any vehicle owned by the company without prior arrangement; correct licenses must be submitted before authority can be granted.
- 20.2 Contractors and private vehicles must comply with the appropriate road traffic regulations and requirements, signs and speed limits.
- 20.3 Parking is only allowed in designated areas.

21. LASERS

- 21.2 You must not bring any laser on to site unless until your site contact has agreed its use and storage.

22. HAND AND OTHER TOOLS

- 22.1 Faulty tools must not be used
- 22.2 Tools must be used in a safe manner and only for their intended purpose.
- 22.3 It is the contractors responsibility to keep the tools correctly maintained and in a secure place.
- 22.4 Company tools and transformers etc. will not be provided. Contractor to provide all necessary tools as required.

23. ENVIRONMENTAL / WASTE

- 23.1 Disposal of waste shall be in prior agreement with the site contact.
All wastes will be disposed of in a controlled manner and methods used shall comply with our environmental procedures.
- 23.2 Report all potential environmental damage e.g. spillage, soil contamination etc., to maintenance immediately.
- 23.3 No chemicals or materials (including sand, cement or mortar) may be flushed down drains.

24 GENERAL

- 24.1 The conduct of contractors will be monitored when on our site - you could be asked to leave site if your conduct is not satisfactory.
- 24.2 Advise your site contact of any environmental or health and safety concerns or problems you have or encounter.
- 24.2 Where applicable work areas must be cordoned off and correct signage displayed while work is in progress.
- 24.3 Copies of Clamason Industries Environmental Policy are displayed on notice boards at several areas within the business(copy enclosed)
- 24.4 Copies of Clamason Industries EMS(System and operational procedures are available for the contractor to view on site
- 24.4 We would also welcome any advice you can offer on how we could improve our environmental performance, for example, energy efficiency advice.

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Name of Contractor

It is an essential requirement that all contractors working on company premises maintain a level of insurance cover appropriate to the nature of work to be carried out. As a minimum this must include Employers Liability and Public Liability Insurance. It remains the Contractors responsibility to determine a suitable level of insurance. Copies of current certificates must be made available on request.

I confirm that appropriate insurance is in place, I have read and understood the contractor rules and agree to support Clamason and its environmental policy and management system, where relevant, whilst working on-site.			
Name:			
Signature:		Date:	
Company Name:			
Procedures Highlighted:	Hazardous Materials <input type="checkbox"/>	Fire <input type="checkbox"/>	Waste <input type="checkbox"/>
	Spillage <input type="checkbox"/>	Energy Use <input type="checkbox"/>	
Nature of work:			
Does the company operate under its own environmental policy? Please attach copy			<input type="checkbox"/> Yes <input type="checkbox"/> No

Failure to comply - you will be removed from our approved supplier list.

