

ractors

devised a number of safety rules of its safety on its premises.

g work on the Company's premises with intain at all times.

system of work which will not endanger contractor's employees. This document ors of their own statutory obligations and

the outset of the job, then contractors

ctors working on company-occupied

nd 3. If you are not intending to mples listed in Section 3), you must sign e Appendix) together with the necessary

in Section 3 are involved in the to supply the booklet 'Safety Document

cument shall be taken to include 2.2 and

contractor's tender is to be known for

tive's Job Title?

tive's Contact Telephone Number?

Part A - Basic Rules 1.

1.1 Introduction

> The Company in addition to its own in order to establish and m

> This document is intended to fa the minimum standards of safet

1.2 Objective

> The objective is to ensure that d the Company's employees, mer is not to be regarded as relievin Common Law duties.

> If these health and safety rules should find no difficulty in comp

1.3 Action by Contractor

> This document is issued to all c premises.

> The Contractor's Representative undertake any of the specialist and return the completed Contra documentation as specified on

> If you are unsure as to whether contractors you should ask the For Contractors - Part B (Specia

Duty Holder Name:	
Position:	
Signature:	
Date:	

2. **Company Representative** Note:

The term 'Company Representa Any reference to the Company 2.3.

2.1 The member of staff who forma the purpose of these rules as th NAME: POSITION: **TELEPHONE:**

2.2 The Company Representative of following named individuals in t

NAME	
Who has responsibility for the contract?	
Who has responsibility for the contract?	
Who has responsibility for the contract?	

- 2.3 Arrangements for particular loca act as a convenient channel of contractor's Representative.
- 2.4 Authority of the Company Repre
 - 2.4.1 Contractors must obey v them by the Company R safety.
 - 2.4.2 The Company Represer or equipment, or the acti hazard to the health and event the Contractor's R The Company will not ac
 - 2.4.3 The Company Represer relevant statutory provisi

3. General Requirements

3.1 Basic Legal Requirements

Contractors must comply with the provisions and Common Law du and suitable plant and equipme and experience should be allow Representative must ensure the arranging for spot-checking of a

3.2 Dissemination Of The Safety De

The Contractor's Representative all their employees, whilst on th rules. The Contractor's Represe Forms (see Appendix) from sub document.

3.3 Period Of Work

The contractor must notify the A Company Representative in an task. Prior application must be r

3.4 Security

The Administration Department arrangements for security on th

r administration of this contract to the

TELEPHONE
Administrator's Contact Phone Number
Administrator's Contact Phone Number
Administrator's Contact Phone Number

cal Branch Manager or Chief Clerk who the Company Representative and the

ke account of verbal advice given to ve named deputy in respect of health and

to stop any operation, erection of plant ployees if it is considered that there is a loyees or members of the public. In that fied verbally with written confirmation. eased costs arising from such actions. evant Authority of any breach of the

Vork Act, 1974 and any other statutory en to ensure the provision of adequate 's employees having appropriate training any's premises. The Contractor's upervised on a daily basis as well as yer a long period.

at all his employees, subcontractors and re informed of these health and safety ain completed Contractor's Receipt they win comply with the terms of this

t or Local Branch Manager, or other ommencing and upon completion of their undertaken out of normal office hours.

r is to be consulted with regard to the

3.5 Vehicles

Vehicles used by contractors or delivery, parking or collection, s maximum care when on Compa public are entering or leaving th circumstances must ensure the

3.6 Delivery And Deposit Of Materia

No materials, goods or equipme general work area, gangway or materials must be removed fron storage of dangerous or readily

3.7 Contractor's Work Area:

The contractor must keep locke electrical apparatus unless in at clearly defined and physically so marked by a temporary partition temporary partitions or site huts area will then become the response portable or temporary methods authorisation by the Administrat

3.8 Holes, Raised Surfaces And Pro

Holes, raised surfaces, trailing I time without taking the necessa covered over and marked with v surrounding area must be main must not be left about or allowe

3.9 No Smoking Areas

The No Smoking rules prevailin Representative must discourage end of office hours.

3.10 Fire Equipment

The removal or obstruction of fi The contractor is responsible fo the work in progress. Tempora be of a suitable flame resistant

3.11 Evacuation Of Buildings

The contractor must read the fir them in the event of an emerge

3.12 Existing Services

It is the contractor's responsibili drains, air, gas and water mains main and/or local isolation point emergency. The contractor ma complying with British Standard electrical welders. Contractor's examination and approval.

On no account may use be mad permission.



wed on the Company's premises for s. All drivers are requested to exercise arly when employees or members of the e vehicles operating in confined ice to assist with reversing etc.

t rooms or placed so as to obstruct a n, especially dangerous or flammable . Closed skips or bins must be used for

ith unprotected edges, plant room and le the contractor's work area should be of the 'premises. The area may be warning signs. For major works any combustible nature. The segregated . Under no circumstances should to the contractor's area without prior Branch Manager.

ting equipment must not be left at any l openings must be securely fenced or uring the execution of all such work the s. Loose materials of whatever kind (, gangways or working areas.

e strictly observed. The Contractor's as and particularly within one hour of the

nt from its original location is prohibited. ng any specialised fire extinguishers for doors and fire stops in cable ducts must

n Company premises and comply with

hce and whereabouts of electrical cables, miliarise himself with how to operate the ting work and in anticipation of an ctricity supply by means of 13A plugs fittings for 110 volt transformers and ment and cables may be subject to

water or compressed air mains without

3.13 Plant, Tools And Equipment

All plant tools and equipment br and in a safe condition. Particu mechanical integrity of any hire 24OV cables. Equipment opera

3.14 Safeguarding Of Machinery

All machines such as circular sa the statutory requirements and/

3.15 Portable Access Equipment

Where ladders, step ladders an the work to be done. Ladders s unless they incorporate suitable construction and free from defe thrown nor dropped from a heig

3.16 Contractor's Equipment Subject

Before any lifting appliances an premises, a test certificate and required for inspection by the C

3.17 Delicate Equipment

Permission must first be obtaine printers, computers etc.

3.18 Company's Equipment

On no account may the Compa be operated or otherwise made Local Branch Manager.

3.19 Safety Precautions

Anything provided for the safety with. Permission must first be c maintenance purposes.

3.20 Warning Of Danger

Care must be taken at all times from danger and to protect prop which give rise to such danger

3.21 Personal Protective Equipment

All contractor's employees must equipment or clothing as require also meet any locally agreed re safety helmets and protective for

3.22 Accidents

In addition to the statutory oblig occurrences and accidents to th Company Representative.

4. Examples Of Activities Cov (Specialist Activities)

4.1 Specialist Activities

The Contractor's Representative the extent of hazardous operation



/'s premises should be of safe design on to checking the electrical and ge circuit breakers should be fitted on all rable.

lers must be guarded in accordance with cutive guidance documents.

they must be used in a safe manner for the top or held by a person at the bottom upment should be of suitable rials must be carefully moved and not

ns

eivers, are brought on to the Company's ation report must be obtained and may be

ny work above or adjacent to VDU,

ndling transport, or any other equipment ssion of the Administration Department or

yees or others may not be interfered of machine guards or electrical covers for

s employees and members of the public s from damage. Any circumstances ted immediately.

te full use of all such protective ations made thereunder. They must the employees, for example the use of

s Representative to report dangerous all accidents must be reported to the

ment For Contractors - Part B

er the proposed activities to determine

The following are examples of a Representative must have a wr

- 4.1.1 Work involving hazardou
- 4.1.2 Storage and/or use of fla
- 4.1.3 Work involving explosive
- 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 operation
- 4.1.9 Interference with service
- 4.1.10 Hot work
- 4.1.11 Interference with fire pro
- 4.1.12 Live work on electrical a
- 4.1.13 Installation and removal
- 4.1.14 Work involving remote c
- 4.1.15 Entry into confined spac
- 4.1.16 Work or testing of high p

The Company operates a Perm activities involving flame, hot-ail equipment, blowlamps, bitumen flames.

5. Part B - Specialist Activitie

5.1 Introduction

The Company in addition to its own in order to establish and m

This document is intended to fa the minimum standards of safet

5.2 Objective

The objective is to ensure that of the Company's employees, mer is not to be regarded as relievin Common Law duties.

If these health and safety rules should find no difficulty in comp

5.3 Action by Contractor

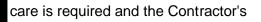
This document is issued to all c premises who have notified the

Initial Safety Meeting must be a sign the minutes instead of com

6. Specialist Activities

The following are examples of a Representative must incorporat Health and Safety Executive's g





erials

ction Regulations

Work (item 3.1.10 above) i.e. all ng equipment brazing and soldering nent producing heat or having naked

devised a number of safety rules of its f safety on its premises.

g work on the Company's premises with intain at all times.

system of work which will not endanger contractor's employees. This document ors of their own statutory obligations and

the outset of the job, then contractors

ctors working on company-occupied e that specialist activities are involved.

tor's Representative will be required to Receipt Form.

care is required and the Contractor's it the contract works by reference to the

- 6.1 Working Involving Hazardous S Any materials assessed as haz
- 6.2 Storage and/or Use of Flammat

Storage of paint, paint thinners, liquids or materials, or using oil, of heater on the Company's pre

6.3 Work Involving Explosive and R

Explosive articles, including car

NOTE: Cartridge-operated tools Extreme care must be taken to vicinity.

6.4 Burning of Rubbish

The disposal of rubbish etc, by

6.5 Noisy Operations

Any activity which is likely to sig operations.

6.6 Overhead Work

Work over two meters above the public, above or adjacent to Warning barriers and signs must

6.7 Window Cleaning

Interior or exterior window clear

6.8 Major Building Operations Cove

The Company requires all build regulations.

The contractor is responsible fo any of the Construction Regulat

6.9 Interference With Services

Alteration, disconnection or inte water mains, hose reels and oth

6.10 Hotwork

This includes all operations invo grinding equipment, any brazing other equipment producing hear commence unless a 'Hot Work' Star.

6.11 Interference with Fire Protection Any interference with the electri

extinguishing apparatus, or the

- 6.12 Live Work on Electrical Apparat "Live" work on potentially dange volts DC.
- 6.13 Installation and Removal of Cer Work involving materials contail







linders or any other highly flammable g equipment, tar kettles or any other type

ny radioactive materials.

a person who has appropriate training. perator and any other person in the

nbient noise level in the area of

of Company's employees or members of ry., or over road works or gangways.

Regulations

strictly in accordance with the relevant

y of the work envisaged is covered by

ables, drains, air ducts/pipes, gas and

c-welding and cutting equipment, any it, blowlamps, bitumen boilers and any No 'Hot Work' will be allowed to ppendix 1) has been issued by Eagle

anism, of automatic fire detection and

operating above 110 volts AC or 50

any other toxic substances.

Page 6 of 11

- 6.14 Work Involving Remote Control Any work on conveyors, lifts, po
- 6.15 Entry Into Confined Spaces Entry into any tank, chamber, fl
- 6.16 Work Or Testing of High Pressu Abrasive blasting of stone work

7. Guidance for a Safe System

Many hazards are clearly recog from them, e.g. by using guardi

A safe system of work is neede element of risk remains.

You should apply these principl

7.1 Assessing the Task

Assess all aspects of the task a safety should be considered.

Take account of ..

- what is used, e.g. the plant electrical hazards, design li
- who does what, e.g. delega in an emergency;
- where the task is carried ou conditions or lighting, hazar
- how the task is done, eg the of infrequent events;
- 7.2 Identifying the Hazards

When you have assessed a tas possible you should eliminate the system of work.

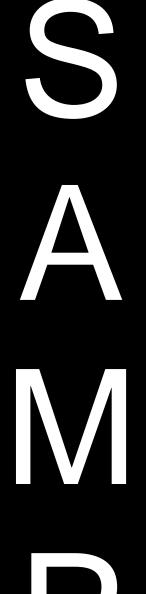
7.3 Defining Safe Methods

Your safe system of work may t cases by a formal permit to wor

- Consider the preparation ar
- Ensure clear planning of jot
- Specify safe work methods.
- Include means of access ar
- Consider the tasks of disma
- Involve the people who will help avoid unusual risks an
- 7.4 Implementing the System

Your safe system of work must applied correctly. They should systems of work.

Ensure that supervisors know the and that employees, supervisor aware of potential risks and the



e such as refrigeration plant.

eivers.

s.

come by physically separating people

e physically eliminated and some

ents. Hazards to health as well as to

I failures of machinery, to3dc hazards, operating automatic controls; human errors, short cuts, ability to cope

place, problems caused by weather ses or contractors, etc;

ilures in work methods, lack of foresight

rards and weigh up the risks. Where e risks before you rely upon a safe

ple written procedure or in exceptional

at the start of the job.

e end of the job.

practical knowledge of problems can ons being made at this stage.

ly, understood by employees and ment to reduce accidents by using safe

t and maintain those systems of work ained in the necessary skills and are fully adopt. Stress the need to avoid short of faced with an unexpected proble

7.5 Monitoring the System

Monitoring means periodically o

- that employees continue to
- that the procedures laid dov and
- that any changes in circums into account.

8. Initial Safety Meeting

8.1 Procedure

A meeting before the start of the gives notification of work involvi

The Company Representative c arrange for minutes to be taken checking and signatures of app

The minutes should give the da companies of persons attending

- 8.2 Agenda And Structure Of Minut
 - 8.2.1 Formal communications
 - (a) Company Represen
 - (b) Contractor's Repres
 - 8.2.2 Contractor's duties to me
 - 8.2.3 Commencement and co
 - 8.2.4 Exact location of work a
 - 8.2.5 Nature of Company's pre example the presence o area of work.
 - 8.2.6 The Contractor's Repres
 - (a) Health and Safety P Work Act 1989.
 - (b) Copies of Employer
 - 8.2.7 Practical implications of
 - 8.2.8 Acknowledgement of Co Safety Document for Co
 - 8.2.9 Description of Eagle Sta
 - 8.2.10 Any other business.
 - 8.2.11 Date, time and place of
 - 8.2.12 Signatures of approval a



a system of work to stop work when an be found.

are being carried out and are effective;

erations to the system of work are taken

henever the Contractor's Representative

tative must chair the meeting and the Contractor's Representative for

eting, names and job titles and

tions.

t work.

ractors and equipment.

hich may affect the contractor's work, for rs or any hazardous substances in the

pies of the following documents: nder the Safety Health and Welfare at

ility insurance policies.

Iment for Contractor's - Part A Section 2. system of work for compliance with n 1.

m where relevant.

Applicable to all operations Involving fla soldering equipment, blowlamps, boiler

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 bee
- Where sprinklers are install
- Cutting and welding equipm

Precautions within 15m of work

- Floor clean of combustible i
- Combustible floors protecte combustible material.
- Combustible materials and
- All wall and floor openings
- All gaps in walls and floors combustible material.
- Where work is above floor I work to collect sparks.

Work on walls or ceilings

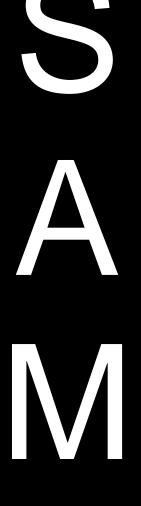
- Combustible constructions
- Combustibles moved away (Where metal beams/pipes precautions must be taken)

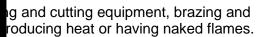
Work on enclosed equipment (t

- Equipment cleaned of all co
- Containers free of flammab

Fire Watch

- Provision for the attendance completion of work. Such e and trained In the use of su have had the nearest fire al In the event of fire.
- Warning notices have been





ve. dequately secured.

overing with damp sand or sheet of non-

ed with combustible curtains or sheets. n-combustible material.

Ild pass covered with sheets of non-

rtains or sheets suspended beneath the

stible curtains or sheets.

lear of any metal likely to conduct heat. d extend through walls or partitions, wall or partition).

ust collectors etc)

vee during and for one hour after with extinguishers or small bore hose nding the alarm. He and the operatives ut to them and have been told what to do

3. Authorisation

I have personally checked the a work.

Permission is granted to Name to use Describe the Equipment in State the Location of any suc

Company Representative

Date: Date of Permit

4. Acknowledgement

I understand the hazards of this fully explained to the operatives safely. I will return my copy of t been safely completed.

What is the Name of the Contra Contractor's Supervisor

5. Inspection

Work area and all adjacent area inspected on completion of the discovered.

Signatures

Contractors' Supervisor





s to be taken. These have also been Id I consider them competent to do it IV Representative when the work has

eat might have spread were thoroughly ater no smouldering fires were

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

- 1. I acknowledge receipt of the Comp
- I agree that the Safety Document f Contractual Agreement.
- I shall obtain completed Contracto comply with the terms of this docur
- I accept that the Safety Document the contractor of any statutory oblig
- I attach the Health and Safety Poli Health and Safety at Work Act, 19
- I attach copies of current insurance and Public Liability.
- I confirm that the contract works do document.

Name:	
Position:	
Signature:	
Date:	



FORM

or Contractors- Part A (Basic Rules). asic Rules) is incorporated into the

ubcontractors to show that they win

Basic Rules) does not in any way relieve v duties.

the contractor in accordance with The

tractor in respect of Employer's Liability

list Activities' as defined in this