

## 1. Part A - Basic Rules

### 1.1 Introduction

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

This document is intended to facilitate the minimum standards of safety

### 1.2 Objective

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

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

### 1.3 Action by Contractor

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

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

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

Duty Holder Name:	
Position:	
Signature:	
Date:	

## 2. Company Representative

Note:

The term 'Company Representative

Any reference to the Company 2.3.

### 2.1 The member of staff who formally the purpose of these rules as the

NAME: Who is the

POSITION: What is the

TELEPHONE: What is the

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

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

system of work which will not endanger y contractor's employees. This document tors 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

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

ow.

document shall be taken to include 2.2 and

contractor's tender is to be known for tive":-

ive?

ative's Job Title?

ative's Contact Telephone Number?



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## 3.5 Vehicles

Vehicles used by contractors on delivery, parking or collection, should exercise maximum care when on Company premises. When the public are entering or leaving the premises, circumstances must ensure the safety of all.

When used on the Company's premises for delivery or collection. All drivers are requested to exercise maximum care when employees or members of the public are entering or leaving the premises. Vehicles operating in confined spaces must ensure the safety of all and assistance to assist with reversing etc.

## 3.6 Delivery And Deposit Of Materials

No materials, goods or equipment should be left in the general work area, gangway or entrance. Materials must be removed from the premises or stored in a designated area. Closed skips or bins must be used for the storage of dangerous or readily inflammable materials.

Materials should not be left in rooms or placed so as to obstruct a clear path, especially dangerous or flammable materials. Closed skips or bins must be used for the storage of dangerous or readily inflammable materials.

## 3.7 Contractor's Work Area:

The contractor must keep locked and secure all electrical apparatus unless in an area clearly defined and physically separated by a temporary partition or temporary partitions or site huts. The area will then become the responsibility of the contractor. Portable or temporary methods of segregation must be authorised by the Administrative Manager.

Areas with unprotected edges, plant room and other areas where the contractor's work area should be clearly defined and physically separated from the rest of the premises. The area may be marked with warning signs. For major works any combustible nature. The segregated area must be clearly marked. Under no circumstances should materials be brought into the contractor's area without prior approval of the Branch Manager.

## 3.8 Holes, Raised Surfaces And Protrusions

Holes, raised surfaces, trailing leads and protrusions must be covered over and marked with warning signs. The surrounding area must be maintained in a safe condition. Must not be left about or allowed to accumulate.

Tools and equipment must not be left at any time. All openings must be securely fenced or guarded. During the execution of all such work the area must be clearly marked. Loose materials of whatever kind must be removed from gangways or working areas.

## 3.9 No Smoking Areas

The No Smoking rules prevailing in the premises must be strictly observed. The Contractor's Representative must discourage smoking at the end of office hours.

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## 3.10 Fire Equipment

The removal or obstruction of fire equipment is prohibited. The contractor is responsible for the work in progress. Temporary barriers must be of a suitable flame resistant material.

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## 3.11 Evacuation Of Buildings

The contractor must read the fire evacuation instructions in the event of an emergency.

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## 3.12 Existing Services

It is the contractor's responsibility to identify and mark drains, air, gas and water mains. The contractor must familiarise himself with how to operate the main and/or local isolation points in the event of an emergency. The contractor must comply with British Standard BS 5869 for electrical welders. Contractor's work must be examined and approved.

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On no account may use be made of water or compressed air mains without permission.

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### 3.13 Plant, Tools And Equipment

All plant tools and equipment brought onto the premises should be of safe design and in a safe condition. Particular attention should be given to checking the electrical and mechanical integrity of any hired equipment. All equipment should be fitted with 240V cables. Equipment operators should be trained and competent.

Company's premises should be of safe design and in a safe condition. Particular attention should be given to checking the electrical and mechanical integrity of any hired equipment. All equipment should be fitted with 240V cables. Equipment operators should be trained and competent.

### 3.14 Safeguarding Of Machinery

All machines such as circular saws, lathes, drills, etc. must be guarded in accordance with the statutory requirements and/or manufacturer's instructions.

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### 3.15 Portable Access Equipment

Where ladders, step ladders and similar equipment are used, they must be used in a safe manner for the work to be done. Ladders should be opened and locked properly unless they incorporate suitable self-locking devices. Ladders should be of suitable construction and free from defects. They should not be thrown nor dropped from a height.

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### 3.16 Contractor's Equipment Subject To Inspection

Before any lifting appliances and equipment are brought onto the premises, a test certificate and a report of inspection required for inspection by the Company Representative must be obtained and may be required for inspection by the Company Representative.

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### 3.17 Delicate Equipment

Permission must first be obtained before any work is carried out on printers, computers etc.

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### 3.18 Company's Equipment

On no account may the Company's equipment be operated or otherwise made use of without the permission of the Administration Department or Local Branch Manager.

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### 3.19 Safety Precautions

Anything provided for the safety of employees or others may not be interfered with. Permission must first be obtained before any work is carried out on machine guards or electrical covers for maintenance purposes.

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### 3.20 Warning Of Danger

Care must be taken at all times to warn employees and members of the public from danger and to protect property from damage. Any circumstances which give rise to such danger should be reported immediately.

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### 3.21 Personal Protective Equipment

All contractor's employees must wear full use of all such protective equipment or clothing as required by the regulations made thereunder. They must also meet any locally agreed requirements. For example the use of safety helmets and protective footwear.

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### 3.22 Accidents

In addition to the statutory obligation, all accidents must be reported to the Company Representative.

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## 4. Examples Of Activities Covered By The Statement For Contractors - Part B (Specialist Activities)

### 4.1 Specialist Activities

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

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The following are examples of a

Representative must have a written

- 4.1.1 Work involving hazardous
- 4.1.2 Storage and/or use of flammable
- 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 Permitted

activities involving flame, hot-air

equipment, blowlamps, bitumen

flames.

## 5. Part B - Specialist Activities

### 5.1 Introduction

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own in order to establish and m

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Initial Safety Meeting must be a

sign the minutes instead of com

## 6. Specialist Activities

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Health and Safety Executive's g

care is required and the Contractor's

-

materials

Construction Regulations

Work (item 3.1.10 above) i.e. all

ing equipment brazing and soldering

ment producing heat or having naked

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Receipt Form.

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mit the contract works by reference to the

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6.1 Working Involving Hazardous Substances  
Any materials assessed as hazardous

6.2 Storage and/or Use of Flammable Liquids  
Storage of paint, paint thinners, liquids or materials, or using oil, of heater on the Company's premises

6.3 Work Involving Explosive and Radioactive Materials  
Explosive articles, including cartridges  
NOTE: Cartridge-operated tools  
Extreme care must be taken to the vicinity.

6.4 Burning of Rubbish  
The disposal of rubbish etc, by

6.5 Noisy Operations  
Any activity which is likely to significantly exceed the ambient noise level in the area of operations.

6.6 Overhead Work  
Work over two meters above the ground, the public, above or adjacent to roads, 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 Regulations  
The Company requires all building work to be carried out strictly in accordance with the relevant regulations.

The contractor is responsible for ensuring that any of the Construction Regulations are complied with.

6.9 Interference With Services  
Alteration, disconnection or interference with water mains, hose reels and other services

6.10 Hotwork  
This includes all operations involving welding, grinding equipment, any brazing or other equipment producing heat or sparks. No 'Hot Work' will be allowed to commence unless a 'Hot Work' permit (see Appendix 1) has been issued by Eagle Star.

6.11 Interference with Fire Protection  
Any interference with the electrical system, of automatic fire detection and extinguishing apparatus, or the fire alarm 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, lead, or any other toxic substances.

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binders or any other highly flammable equipment, tar kettles or any other type

any radioactive materials.

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

ambient noise level in the area of

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

Regulations

strictly in accordance with the relevant

any of the work envisaged is covered by

ables, drains, air ducts/pipes, gas and

ac-welding and cutting equipment, any equipment, blowlamps, bitumen boilers and any other equipment producing heat or sparks. No 'Hot Work' will be allowed to commence unless a 'Hot Work' permit (see Appendix 1) has been issued by Eagle Star.

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any other toxic substances.

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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 th  
system of work.

### 7.3 Defining Safe Methods

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

- Consider the preparation an
- Ensure clear planning of job
- Specify safe work methods.
- Include means of access an
- 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 th  
and that employees, supervisor  
aware of potential risks and the

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ce such as refrigeration plant.

eivers.

come by physically separating people

be physically eliminated and some

ents. Hazards to health as well as to

al failures of machinery, to3dc hazards,  
operating automatic controls;

the human errors, short cuts, ability to cope

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

failures in work methods, lack of foresight

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

simple written procedure or in exceptional

at the start of the job.

the 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

at and maintain those systems of work  
ained in the necessary skills and are fully  
to adopt.

Stress the need to avoid short cuts and to be faced with an unexpected problem.

## 7.5 Monitoring the System

Monitoring means periodically checking that:

- that employees continue to be trained;
- that the procedures laid down are being carried out and are effective; and
- that any changes in circumstances are taken into account.

## 8. Initial Safety Meeting

### 8.1 Procedure

A meeting before the start of the work whenever the Contractor's Representative gives notification of work involving excavation.

The Company Representative must chair the meeting and arrange for minutes to be taken. The Contractor's Representative for the work must also attend. The minutes should give the date, time and place of the meeting, names and job titles and

### 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 work

#### 8.2.3 Commencement and completion of work

#### 8.2.4 Exact location of work area

#### 8.2.5 Nature of Company's presence in the area of work, for example the presence of other contractors and equipment.

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

- (a) Health and Safety Policy Statement under the Safety Health and Welfare at Work Act 1989.
- (b) Copies of Employer's liability insurance policies.

#### 8.2.7 Practical implications of the system of work for compliance with the relevant standards.

#### 8.2.8 Acknowledgement of Contractor's - Part A Section 2. system of work for compliance with the relevant standards.

#### 8.2.9 Description of Eagle Standard where relevant.

#### 8.2.10 Any other business.

#### 8.2.11 Date, time and place of meeting.

#### 8.2.12 Signatures of approval and agreement.

a system of work to stop work when a problem can be found.

are being carried out and are effective;

operations to the system of work are taken

whenever the Contractor's Representative

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

eting, names and job titles and

tions.

st work.

tractors and equipment.

which may affect the contractor's work, for example the presence of other contractors or any hazardous substances in the

opies of the following documents:

nder the Safety Health and Welfare at

ility insurance policies.

ment for Contractor's - Part A Section 2.

system of work for compliance with the relevant standards.

m where relevant.



Applicable to all operations Involving flame cutting and welding, soldering equipment, blowlamps, boiler cleaning etc.

Flame cutting and welding, brazing and soldering 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 checked and found safe.
- Where sprinklers are installed, they must be adequately secured.
- Cutting and welding equipment must be adequately secured.

### Precautions within 15m of work

- Floor clean of combustible material.
- Combustible floors protected with non-combustible material.
- Combustible materials and equipment covered with non-combustible curtains or sheets.
- All wall and floor openings covered with non-combustible material.
- All gaps in walls and floors covered with non-combustible material.
- Where work is above floor level, a fire extinguisher must be available to collect sparks.

### Work on walls or ceilings

- Combustible constructions protected with non-combustible curtains or sheets.
- Combustibles moved away from work area.
- (Where metal beams/pipes are used, fire precautions must be taken to prevent heat from passing through wall or partition).

### Work on enclosed equipment (tanks, pipes, etc)

- Equipment cleaned of all combustible material.
- Containers free of flammable material.

### Fire Watch

- Provision for the attendance of a fire watch during and for one hour after completion of work. Such a person must be trained in the use of suitable fire fighting equipment and have had the nearest fire alarm point identified. In the event of fire, the fire watch must be able to raise the alarm and have been told what to do.
- Warning notices have been displayed in the work area.

### 3. Authorisation

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

Permission is granted to Name \_\_\_\_\_  
to use Describe the Equipment \_\_\_\_\_  
in State the Location of any such \_\_\_\_\_

\_\_\_\_\_  
Company Representative

Date: Date of Permit

### 4. Acknowledgement

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

\_\_\_\_\_  
What is the Name of the Contractor's Supervisor

### 5. Inspection

Work area and all adjacent areas that might have spread were thoroughly inspected on completion of the work. After water no smouldering fires were discovered.

Signatures

\_\_\_\_\_  
Contractors' Supervisor

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# CONTRACT FORM

<b>Commencement Date:</b>	
<b>Completion Date:</b>	
<b>Exact Location:</b>	
<b>Nature of Work:</b>	

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

<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	