

SAFETY GUIDELINES FOR CONTRACTORS

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SAFETY GUIDELINES FOR CONTRACTORS

INTRODUCTION

“Safety Guidelines” is issued for Contractors employed by KDR both at its premises and all KDR jobsites and outlines minimum standards of Safety, which must be maintained by people working on behalf of KDR.

Note: This document is not site specific and it is not intended as a complete safety checklist.

OBJECTIVES

The objectives of this document are to ensure that the standards for safety, as required by legislation, are achieved and that all projects undertaken by KDR meet these legislative requirements.

CONTRACTORS DUTIES

It is the duty of the Contractor to have knowledge of any relevant Health and Safety legislation and to take account of it in the planning and execution of all KDR contract work. However, should the contractor be unsure of the content of this legislation, or he is unsure Safe Working Methods, he has a further duty to discuss this with the Contract Supervising Officer.

The Contractors operations must be so designed that they will be carried out in a safe manner in accordance with legislation, this document and their established safety policy and arrangements.

The Contractor has a duty to co-operate with KDR on all matters of health, safety and welfare. Should on any occasion, your attention be drawn to unsafe practices, prompt and effective action must be taken to remedy this matter.

The Contractor shall ensure his sub-contractors are aware of and comply with the requirements of this document.

INFORMATION TO BE PROVIDED

Contractors are required to provide KDR with the following documents or information (prior to commencement of their work where possible):

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Contractor's Health Program

Work method statements for all potentially hazardous work activities, or as required by the Contract Supervising Officer or this document,

The name of the individual appointed as responsible for the safety of the works being carried out,

Details of relevant safety and skills training received by personnel working under the contractor's control on site,

The name, qualifications and experience of the Competent Person who advises on Health & Safety (e.g. Safety Officer, Safety Adviser or Safety Consultant),

Copies of all MSDS sheets for all controlled products Contractor has on jobsite.

Copies of pre-job Hazard Assessments of the workplace and activities carried out as laid down by W210 and its regulations.

Employer's Liability Insurance Certificate/Public Liability Insurance.

Copy of the Contractor's Worker's Working Alone Policy.

The Contractor will be advised by KDR any job specific health and safety rules or regulations, or any specific local hazards, dangerous substances or processes.

The contractor is responsible for communicating all:

Job Specific Health And Safety Rules Or Regulations, Or Any Specific Local Hazards, Dangerous Substances Or Processes, and

The information laid out in this document,

To his workforce and sub-contractors.

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SUPERVISION, TRAINING AND COMPETENCE

The Contractor shall ensure that:

An employee of suitable seniority (approved by the Contract Supervising Officer) is always present on site during the course of the works to supervise and direct those works. This employee must be able to receive and act promptly (on behalf of the Contractor) upon all instructions issued by the Contract Supervising officer or any person authorised to give instructions on health and safety matters;

The site workforce under his control is adequately trained and experienced and provided with adequate information and proper instruction to enable them to carry out their work safely.

CONSULTATION

The Contractor shall consult with the Contract Supervising Officer before commencement of work and confirm:

The defined area of work;

The planning of safe routes and methods of delivering and removing equipment/materials ;

Site safety precautions to be observed;

Facilities and amenities that may be used by the contractor and his sub-trades;

The safe storage of chemicals for example flammable liquids or liquefied petroleum gas (LPG) etc;

The building security methods.

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EMERGENCIES

Contractors shall make sure that their employees and sub-contractors:

Are notified as to the emergency procedures at the particular premises, such as location of fire alarms, assembly points, etc;

Are aware of and can locate telephone points and contacts for notifying the emergency services;

Report all accidents to the Responsible Officer whether or not the accident results in injury;

Report all injuries, no matter how slight, to the Responsible Officer and ensure that details of the incident are documented and forwarded to KDR site supervisor within 7 days;

Consult KDR site supervisor on the provision of first-aid facilities. (Otherwise the contractor should arrange for first aid provision as required by the W210 and its Regulations.

FIRE INSTRUCTIONS

The Contractor shall ensure that his employees and sub-contractors:

Have read or are notified of the instructions in the event of fire which are permanently displayed in a prominent location on KDR jobsite;

Are aware of the escape routes (the Responsible Officer should be asked to confirm and demonstrate these where necessary);

In the event of fire, the contractor should give the Fire Department every assistance and guidance on the nature of the fire and any information on materials or substances that may need special attention.

The drill on discovering a fire is:

Operate the fire alarm and shout "Fire" to summon help and warn others (in the absence of an alarm or during out of hours working 'phone the Fire Department);

If it is safe to do so attack the fire with the appropriate fire extinguisher. Never let the fire get between you and the exit;

If the fire cannot be controlled retreat to a place of safety, closing windows and doors behind you where possible;

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Evacuate the building if directed by a fire warden or at the fire alarm “evacuate” signal.

ACTION TAKEN IN THE FIRST THREE MINUTES OF A FIRE IS CRUCIAL, HOWEVER IT MUST BE REMEMBERED THAT PEOPLE ARE MORE IMPORTANT THAN PROPERTY

ENVIRONMENT

KDR requires Contractors to:

Effectively control any dust, gases, fumes or any substances or activities which may be harmful to the health of anyone on or near KDR jobsite as required by W210 and its regulations;

Keep noise and nuisance to a minimum at all times, and advise KDR site supervisor if they anticipate excessive noise levels from their operations.

Obey all warning signs and cease working if asbestos is suspected or encountered, until KDR site supervisor gives authority to proceed;

Obtain the permission of KDR. site supervisor before commencing any “hot works” invoking the use of flame or heat, including welding (gas and electric), brazing, soldering, hot bitumen works, paint stripping etc

Ensure the workplace is kept clean and tidy. Care must be taken to stack or store materials and plant in an orderly manner in designated areas, where possible materials should be distributed on a day to day basis. Doors, passageways, steps, fire exits or fire fighting equipment must not be blocked in any way. All waste materials must be cleared away safely and effectively to reduced accidents and fire risks. Flammable liquids or compressed gases must not be kept within buildings, except in such quantities as may reasonably be required for the day’s work. Sufficient adequately maintained fire extinguishers shall be provided by the contractor according to circumstances;

Properly dispose of waste generated on KDR jobsites during the work as required by W210 and its regulations. Waste must be transferred from site in a safe manner, by: a registered waste carrier, licensed contractor or Waste Collection Authority, with the necessary written description of the waste being transferred. Copies of waste transfer notes must be provided upon request.

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WORKING AT HEIGHT

Contractors are required to consult with KDR site supervisor on proposed working at height and agree:

A safe system of work and method of access and egress;

All necessary precautions to be taken to safeguard people from the dangers of overhead working, particularly from falling objects;

The provision of barriers and warning signs around the work area

All scaffolding and access equipment must comply with the relevant W210 and its regulations, in particular:

A register must be maintained on site by the Company responsible, recording the results of the statutory weekly inspection of scaffolds, towers, cradles etc.

Scaffolding must only be erected or dismantled by suitably trained, qualified and competent scaffolders;

All mobile towers must be constructed in accordance with W210 and its regulations;

Powered working platforms must be operated by authorised competent people trained to a suitable in compliance with Manitoba legislation and the manufacturers instructions;

Crawling boards or roof ladders must be used on all fragile or potentially dangerous roofs and secured to prevent slipping. Guard rails, safety harnesses and safety nets must be used where necessary in compliance with W210 and its regulations. Materials and equipment must be correctly stacked or secured on the roof without causing stress or damage by overloading;

Ladders, step ladders and trestles must be used in compliance with W21 and its regulations;

Suspended cradles may only be fixed and moved by a specialist cradle supplier or competent scaffolding company.

CONTRACTORS SHOULD NOTE THAT THE GREATEST PROPORTION OF ACCIDENTS IN THE CONSTRUCTION INDUSTRY ARE CAUSED BY FALLS FROM HEIGHT

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EXCAVATIONS AND OPENINGS

The contractor is required to:

Provide copy of permit for any excavations 3 meters deep or more.

Effectively barrier/cover openings created during the work in roofs, floors, walls or other areas to prevent injury or persons from falling;

Obtain plans and consult KDR site supervisor on locations of drains, cables, water and gas mains, etc., before beginning any breaking through or excavation work;

Ensure adequate guarding of all excavations, with suitable signs and flashing beacons during the hours of darkness;

Use safe excavation methods in compliance with W210 and its regulations.

GENERAL REQUIREMENT FOR THE USE OF TOOLS, PLANT AND EQUIPMENT

In particular, the contractor must ensure that tools, plant and equipment are:

In safe condition for use and comply with guarding or other requirements;

Regularly and adequately maintained and where necessary or required by legislation subject to periodic tests or inspections (records of tests/inspections shall be provided to KDR upon request);

Used only for the purpose for which they were designed by adequately trained people (confirmation of training on particular tools, plant or equipment shall be provided to KDR upon request);

Not left unattended.

Cartridge Tools

Cartridge tools can only be used with KDR's permission after the contractor has first submitted a written Method Statement for using such equipment, to the Contract Supervising Officer for his/her consideration and comment. Only the low velocity type of cartridge tool may be used.

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LIFTING OPERATIONS

All cranes, lifting appliances, lifting equipment, to be used by the contractor must be tested and examined in accordance with current statutory regulations, and must be properly marked with an identification number and safe working load.

Copies of test and examination certificates must be available for inspection by a KDR or visiting authority e.g. The Health and Safety Officer.

All crane operations must be strictly controlled by a person appointed by the contractor who is adequately trained and experienced to competently carry out his duties. Crane drivers and banks men must be trained and certificated to a recognised standard e.g. CITB Certificate of Training Achievement.

Contractors will, before arranging any lift using any type of crane, give KDR 7 days written notice and provide a written method statement for the proposed work and submit this to the Contract Supervising Officer for his/her consideration and comment.

Travel routes for cranes and crane standing must be agreed with the Contract Supervising Officer in order to avoid such things as underground services, excavations, made up ground, overhead lines and structures etc.

ELECTRICITY

The contractor shall:

Treat all electrical equipment as “live” unless isolated and clearly marked “Safe to Work On”.

Obtain the consent of the Contract Supervising Officer before making any electrical connections;

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Comply with the requirements of the Electricity at Work Regulations and the IEE Wiring Regulations (current edition) and the supply authority, when installing or using electricity on KDR premises, and in particular take all necessary precautions to avoid accidental contact with live conductors etc., when working on or in the vicinity of electrical equipment;

Provide and use only 110 Volt portable tools, plant and lighting when carrying out any construction work, in compliance with HSE Guidance Note GS24 on the use of electricity on construction sites. Use of higher voltage must be agreed with the Contract Supervising Officer;

Provide suitable step-down isolation transformers where necessary;

Ensure all electrical equipment being used is periodically inspected and tested and defective equipment is taken out of service in accordance with HSE Guidance Note PM32. Records of inspections/tests shall be provided to KDR upon request;

Provide safety designed portable electric lamps, when required;

Avoid trailing leads whenever possible and take the necessary precautions if it is essential to trail cables across access gangways, roadways, etc.

PERSONAL PROTECTIVE EQUIPMENT

The Contractor shall:

comply with the requirements of the Personal Protective Equipment at Work Regulations 1992, COSHH Regulations 1988, Noise at Work Regulations 1989, Control of Lead at Work Regulations 1980, Control of Asbestos at Work Regulations 1987 and the Ionising Radiations Regulations 1985: ensuring that suitable personal protective equipment is provided, maintained and properly used by employees and sub-contractors;

comply with the requirements of the Construction (Head Protection) regulations 1989 ensuring that safety helmets are worn by employees and sub-contractors whenever there is a foreseeable risk of head injury (except from falling).

MANUAL HANDLING

The Contractor shall:

Comply with the requirements of the Manual Handling Operations Regulations 1992 ensuring that hazardous manual handling operations

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are avoided where reasonably practicable by using mechanical handling aids or other suitable measures.

PERMIT TO WORK

Certain hazardous work situations may arise where such work can only be carried out under a Permit to Work system. It is imperative that in such circumstances, all affected parties are informed and agree to the Permit to Work system being adopted. Such work will then be carried out strictly within the limitations of the Permit to Work system to ensure the protection of personnel and plant.

A permit to work system consist of an organised and pre-defined safety procedure. It forms a clear record of all foreseeable hazards which have been considered in advance. Correct operation of the system ensures that:-

Only one authority issues permits to allow personnel to work;

All personnel are aware of safety measures required to be taken and all the factors involved;

The area affected by the work is clearly defined;

The period of time during which the work may take place is clearly defined;

The correct personal protective equipment is provided and used;

All affected parties are aware of the status of the equipment;

Appropriate management are aware of the work in progress.

WORKING IN CONFINED SPACES

Hazards can be encountered where work is carried out in tanks, vessels or other confined spaces.

The following processes are especially dangerous when carried out in confined spaces:-

Paint spraying

Extensive pre-heating (naked flame)

Welding

Arc air gouging

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Use of cleaning fluids, adhesives (solvents)

The dangers involved include:-

Asphyxiation

Explosion

Fire

Oxygen enrichment or deficiency

Dust and flames

Noise

Contractors shall not enter or commence work in any tank, vessel, chamber or other enclosed space, where dangerous fumes are likely to be present, unless adequate precautions have been taken to prevent danger. Any proposed method, including the use of a permit to work system, must first be submitted to the Contract Supervising Officer for his/her consideration and comment.

TRANSPORT

Contractors must not bring vehicles onto KDR site premises unless they are roadworthy and conform to present legal requirements. Vehicles required to travel on public access roads must comply with the standards detailed under the Road Traffic Act.

Contractors must ensure that only authorised and competent personnel are allowed to drive vehicles.

Loads shall be within the safe weight limit of the vehicle and should not project beyond the vehicle body in such a manner as to present a hazard to other vehicles, pedestrians or adjacent structures.

Passengers must never be carried unless a proper seat is provided.

Personnel must not get on or off any vehicle whilst it is in motion.

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DEMOLITION/DISMANTLING

Before commencing demolition/dismantling work contractors must:-

Obtain written permission from KDR.;

Prepare a detailed written safe system of work in accordance with the requirements set out in HSE Guidance Notes GS29 parts 1, 2, 3, and 4 and submit this to the Contract Supervising Officer for his/her consideration and comment.

Particular attention shall be given to ensuring that:-

“Live” services in the area have been isolated and made safe;

Suitable and sufficient warning notices and barriers have been erected;

Accidental collapse is eliminated by installing adequate temporary support, shoring, etc;

Emission of dust/fumes is adequately controlled;

Safe access and working positions are provided for all personnel involved in the work;

The danger of injury to other personnel or damage to plant or equipment is minimised.

GAS SAFETY

All contractors installing or maintaining gas appliances, fittings, or pipework at KDR premises must comply with the Gas Safety (Installation and Use) Regulations 1994 and in particular be registered. Operatives working on gas appliances, fittings, or pipework must be competent (as required by the above Regulations), to carry out such work.

PRECAUTIONARY MEASURES WHEN SITE UNATTENDED

When the site is left unattended the contractor shall ensure that:-

Every reasonable and practical precaution is taken to prevent access of unauthorised persons, particularly children, to elevated or other dangerous areas of the site, as agreed with the Contract Supervising Officer (including the provision of sufficient barriers);

All plant and vehicles are immobilised;

Materials, particularly hazardous substances such as chemicals, gas cylinders and flammables shall be left inaccessible;

Gas and electricity supplies are isolated, or if floodlighting is required, supplies shall be properly protected;

Ladders and other accesses to hoists, scaffolds or other temporary work areas are removed when left unattended.

The contractor shall provide all watching and lighting and everything else necessary by day and night for the protection of the public, including the occupiers and unauthorised entrants, and the security of the works.

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ALCOHOL AND DRUGS

The contractor shall operate and enforce a Dry Site Rule whereby employees or sub-contractors under his control are excluded if under the influence of alcohol or drugs.

DEFINITIONS

In this document

“**Premises**” shall mean:

Any premises or site

“**Contractor**” shall means:

Any person or firm or company, or any employee, servant, agent and/or sub-contractor or supplier for such person, firm or company, who or which performs any work or service for KDR under any contract or agreement.

“**Responsible Officer**” or “**Head of Establishment**” shall mean:

The person or persons appointed by KDR to be in control of particular premises and with overall responsibility for the health, safety and welfare of all persons using those premises.

“**Contract Supervising Officer**” or “**Contract Administrator**” shall mean:

Approved Consultant placing the contract order and overseeing the planning and safe execution of the contract work on behalf of KDR

“**Construction Work**” shall include:

Conversations or fit-outs, alterations, renovations, repairs, dismantling, demolition, upkeep, maintenance, painting and cleaning work, drainage.

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ACCEPTANCE FORM

I, the undersigned, hereby acknowledge receipt of the booklet entitled “Safety Guidelines for Contractors” on behalf of:

Company: _____

Address: _____

Accepting these guidelines, the Company agrees to co-operate with KDR., in the implementation of the procedures set out in the booklet, and recognises that in no way does the booklet diminish the Company’s existing or future statutory duties.

Name : _____
(Block Capitals)

Signed: _____

Position in Company: _____

Dated: _____

Please remove this page from the booklet and return to KDR.