

SPECIFIC RULES**FOR****CONTRACTORS**

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1. HOT WORK ACTIVITIES

1.1. **NB Hot Work Activity will include any activity which creates heat or sparks and may cause fire. Fire Wardens must be posted to ensure safe working. All Hot Work Activities must be checked for fires 30 minutes after completion of the task.**

1.2. Wherever any form of hot work activity is part of the Contract works, **full consideration will be given to the prevention of fire.**

1.3. Where a potential fire risk exists it will be the responsibility of the Contractor or Sub-Contractor to discuss fully the extent of the Hot Work Activity with the Company,

1.4. Where appropriate, a Hot Work permit will be instigated as part of any formal control measure.

2. BARRIERS AND SAFETY SIGNS

2.1. Barriers must be erected to prevent access into danger areas. The use of a **tape is not considered a barrier** and must only be used as a warning.

2.2. Safety signs must be posted where applicable to ensure the safety of others.

3. ELECTRICAL SYSTEMS AND WORK EQUIPMENT

3.1. All electrical systems will be installed, inspected and tested by competent personnel in total compliance with the Electricity at Work Regulations and the current edition of the IEE Wiring Regulations.

3.2. Only portable electrical equipment of 110 volt supply will be used during the Contract works (unless permission is given by the Company for use of higher voltage equipment). See guidance Note PM32 "The safe use of portable electrical apparatus (Electrical Safety)" etc.

3.3. Portable electrical equipment of 240 volt or 415 volt will be provided with local isolation and supplied via steel wire armoured cable, positioned to alleviate mechanical damage and protected by an appropriately sized earth leakage trip device.

3.4. All electrical equipment should be inspected regularly by competent personnel to ensure its safe use, with precise records of maintenance and test being available for viewing purposes.

3.5. All distribution units, plugs, socket outlets, etc. will be in compliance with prevailing British Standards.

3.6. Cable connectors will be coloured as follows:

Yellow - 110 volt, Blue - 240 volt, Red - 415 volt

3.7. All reasonably practical steps will be taken to alleviate tripping hazards associated with trailing cables. It is expected that the use of battery operated equipment will be considered and utilised where appropriate.

3.8. No work will be undertaken near live conductors or equipment where there exist an electrical shock risk, unless in exceptional circumstances and providing that the Contractor can demonstrate beforehand to the Company that it is reasonable to do so. A permit to work will be utilised during any works that fall into the aforementioned category.

3.9. Full liaison must be maintained with the Company when energising or de-energising any electrical system.

4. STORAGE OF MATERIALS AND EQUIPMENT

4.1. Contractors will liaise closely with the Company prior to the commencement of the Contract to establish the following requirements:

- Their storage area requirement
- A programmed schedule of deliveries
- Any safety requirements for the storage of Hazardous Substances or materials
- Special attention will be required to ensure that all flammable gases, liquids or materials are stored in compliance with any prevailing legislation, Codes of Practice or suppliers hazard data sheets.
- All safety signs displayed in storage areas must conform to the current statutory provisions.
- All storage areas must be maintained in a clean and tidy condition.

5. STORAGE AND USE OF HAZARDOUS SUBSTANCES

5.1. All Hazardous Substances must be risk assessed, safe system of work devised, and records made available for inspection to comply with COSHH (Control of Substances Hazardous to Health Regulations).

5.2. Special attention will be required to ensure that all Hazardous Substances are stored in compliance with any prevailing legislation, Codes of Practice or suppliers hazard data sheets.

5.3. All safety signs displayed in storage areas must conform to the current statutory provisions.

6. WORKING AT HEIGHTS

6.1. The Contractor will take all reasonable steps to prevent the falls of persons and materials during work activities at height.

6.2. Where necessary this will include the use of a full body harness complete with shock absorber lanyard or equivalent, attached where necessary to a retractable fall-arrester or fixed structure.

6.3. Access equipment and scaffolding used during the Contract works will be appropriate and suitable for its intended purpose.

6.4. Step ladders, access portable ladders and trestle scaffolds will only be used for light work or short duration or access purposes. Ladders must be footed or lashed.

6.5. Suitably trained and experienced personnel will erect mobile towers in accordance with the manufacturers/suppliers erection procedures.

6.6. All other forms of scaffolding will be erected, altered or dismantled by suitably trained or experienced personnel.

6.7. The use and erection (including inspection) of all scaffolding will be in strict compliance with the Construction (Health & Safety Welfare) Regulations, BS5973 and HSE Guidance Note GS42.

6.8. Trained and competent personnel whose names have been submitted to the Company stating the specific machines to be driven and the level of training undertaken will operate powered mobile work platforms.

6.9. Roof work will only commence when an assessment of the workplace and work activity has been completed by a

suitably trained and experienced person and such preventative and protective measures have been implemented to reduce the risk of danger (this will include providing the company with a specific method statement).

7. LIFTING OPERATIONS

7.1. Lifting operations will be undertaken in total compliance with prevailing statutory provisions, approved Codes of Practice, HSE Guidance Note and British Standards.

7.2. Only fully trained banksmen and slingers will be employed to bank and sling a load.

7.3. Prior to the commencement of any lifting operation involving the use of a crane, a detailed method statement will be produced by the Contractors and provided to the Company for authorisation.

7.4. The Contractor must take note of the contents of sub-par 12.4 of the general BG 'Rules and Conditions for Contractors' which refers to test certificates and registers.

8. NOISE

8.1. Contractors should determine the anticipated noise exposure levels at the workplace and any designated ear protection zones implementing such preventive and protection measures as necessary.

8.2. It will be the responsibility of the Contractor or their agent to carry out formal noise assessments to ensure activities under their control do not place people at risk.

8.3. The Company will require copies of the formal assessments and the intended control measures to be implemented during the contract works, which are intended to minimise the risk of hearing damage.

8.4. Where necessary Contractors or their agents will identify formally the use of appropriately displayed signs "EAR PROTECTION ZONES".

8.5. Contractors will ensure that employees or other persons are not subjected to exposure from high noise levels from plant or equipment where reasonably practicable by the reduction of high noise levels at source.

8.6. Contractors must be mindful that the issue and use of hearing protection to employees is a secondary line of defence and is not an easy option for satisfying the requirements of the statutory regulations.

9. UNDERGROUND/OVERHEAD SERVICES

9.1. Contractors engaged in activities which may be in close proximity of known or unknown underground or overhead services must take all appropriate steps to minimise the risk of injury to personnel or damage to such services whilst activities are on-going. See "The Construction (Health & Safety Welfare) Regulations" and Guidance Note GS6 "Avoidance of danger from overhead electric lines".

9.2. Close liaison must be maintained with the Company prior to and during the activities to minimise the risk of injury or damage.

9.3. Safe working practices will include the preparation of detailed Method Statements and the use of permit to Work systems.

10. EXCAVATIONS

10.1. Where a Contractor intends to carry out any excavation works this must comply with the Construction (Health & Safety Welfare) Regulations and as part of the contract,

discussions must be held with the Company.

The discussion points will include, but not be limited to:

- The location of underground services See GS(G)47 "Avoiding danger from underground services"
- The protection of other persons who may be affected, including the use of barriers safety signs
- The provision of a detailed method statement

10.2. Where a Contractor carries out any activity under the Contract within an excavation, they will employ a person to supervise the works. The person will be competent to inspect the excavation prior to each working shift to ensure the safety of their personnel or any other person who may be affected by their operations.

10.3. Records of Inspection will be maintained at the workplace.

11. ASBESTOS

11.1. All work activities which involve the handling of asbestos will be undertaken in strict compliance with prevailing statutory provisions, supporting approved codes of practice and HSE guidance notes.

11.2. Asbestos removal will only be undertaken by specialist contractors who are licensed as a requirement of the Asbestos (Licensing) Regulations.

11.3. Prior to any asbestos removal operation commencing the specialist contractor will complete a detailed method statement for the Company, for inspection and authorisation.

11.4. The Specialist Contractor will provide the Company with the following documentation in support of the method statement prior to and on completion of the works:

11.4.1. A copy of their removal licence

11.4.2. An analysis report

11.4.3. Notification of intent to remove asbestos

11.4.4. Air monitoring certificates

11.4.5. A certificate of clearance (on completion of the works)

11.4.6. Disposal documentation

12. CONFINED SPACES

12.1. No person should enter a confined space to carry out work unless it is not reasonably practicable to achieve that purpose without entry.

12.2. Where entry is absolutely necessary, a risk assessment should be made and a system of work devised and recorded, that makes the entry, work and exit, safe and without risks to health.

12.3. A safe system of work should be similar to the Company "Confined Spaces SPS001" (Safety Policy Statement) or as devised by the local works, and should consider the

HSE ACOP-L101-“Safe Work in Confined Spaces”. No person should enter unless they are considered suitable by a medical practitioner.

12.4. Warning: - a safe work area can become a “confined space” due to the work being undertaken, e.g. painting an unventilated room with a solvent based paint.

13. WOODWORKING MACHINES

13.1. Only suitably trained experienced and authorised persons must operate woodworking machines (See HS(G) 83 “Training Woodworking Machinists”).

13.2. Operators will only use machines for which they have been authorised.

13.3. Appropriate preventive and protective measures will be implemented with due regard to hazards related to COSHH, noise and fire risk.

14. FOOD PREPARATION, HANDLING AND HYGIENE

14.1. The Contractor will maintain due diligence with all prevailing statutory legislation, codes of practice and known standards which apply to food handling and hygiene.

14.2. Records referring to hygiene control will be maintained by the Contractor for inspection by the Company or for inspection by any duly authorised third party.

14.3. In the event of the need for the implementation of any form of pest control, the Company must be informed immediately and agreement reached upon the most appropriate form of action.

15. ABRASIVE WHEELS

No servant or agent of the Contractor will change or fit any form of abrasive wheel unless it can be demonstrated to the Company that they have a Certificate of Competence.

16. CARTRIDGE OPERATED FIXING TOOLS

16.1. Operators of cartridge operating tools will be over the age of eighteen years and should not suffer from any form of colour blindness or other disability which will affect the safe use of such equipment.

16.2. All operators of cartridge operated fixing tools will be appointed in writing by the Contractor or agent detailing the training undertaken and the specific type of fixing tool to be used.

16.3. All operators must ensure appropriate storage will be available for the explosive cartridges.

17. RADIOGRAPHY

All radiography operations will be carried out with full compliance of the Ionising Radiation Regulations

18. GAS INSTALLATIONS/SYSTEMS/FITTINGS

18.1. All Contractors, their servants or agents who carry out any work activity which includes the installation, testing or maintenance etc. of any gas system, appliance or fitting must be competent to do so and have undertaken and successfully completed appropriate training.

18.2. Where it is a pre-requisite that all such persons are registered with an appropriate authority, registration details will be required by the Company.

18.3. The Company will require written evidence and copies of certificates of training for individuals who undertake the aforementioned work activities.

19. SOURCES OF INFORMATION

Contractors should note that there are many sources of practical information which can assist them in compliance with their statutory responsibilities and reference should be made to the Health and Safety Executive, local authority, Trade Association, Safety Groups, or external specialist consultants.

Construction contractors may find the following provide excellent advice and support:

Health and Safety Executive

‘Health and Safety in Construction’ HS(G) 150: covers the essential tasks to achieve healthy and safe sites.

Managing Construction for Health and Safety’: Approved Code of Practice L54 for the construction Design and Management Regulations.

CITB (Bircham Newton, King’s Lynn, Norfolk PE31 6RH).

‘Site Safety Simplified’

H&S issues especially for smaller businesses.

ISBN 1 85781 004 6.

Construction Industry Publications Ltd

(Federation House, 2309/11 Coventry Road Sheldon, Birmingham, B26 3PL)

Construction Health and Safety

Reference manual for H&S in construction.

Construction Safety (Crompton Way, Crawley, West Sussex RH10 2QP)

Construction Safety Manuals