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| **Subcontractor & Labour Procedure** |
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| **Procedure** |
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# PURPOSE OF PROCEDURE

1. The purpose of this procedure is to provide information on the way in which both staff and contractors must work in order to prevent incidents and accidents related to contractor’s work activities. All Contractors must have undergone all the required suitability checks at the pre tender contract stage and will therefore be approved by the company.
2. All managers, supervisors, employees and contractors must follow this procedure; however, it does not remove the legal obligations placed upon the contractor/s.

# EMPLOYING MANAGER REQUIREMENTS

1. The site manager/ supervisor has a duty to follow this procedure to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone whom may come into contact with these work activities. A log should be established and maintained to ensure that there is a record of all contractors coming on and off site (daily attendance/ signing in and out of the site(s)).

# BEFORE THE WORKS COMMENCE

1. On large contracts it is the responsibility of the contractor to appoint a supervisor, competent in the field, who must receive direct instruction from the employing manager and feed this information back to his/her staff.
2. If a permit to work is required, the contractors will not begin works of any kind without the permit being issued first.
3. The site manager/ supervisor must inform others affected by the contractor’s work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.
4. A site induction must take place for all contractors before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases. Suitable and sufficient risk assessment must be carried out by the employing manager before contractors begin their work or supplied by the Contractor prior to attending site. This will allow for checking of the RAMS to ensure the Safe System Of Work adheres to the company’s procedures and that it can be followed by the Contractor.
5. Contractors who work on the site should be made aware of hazards identified within the risk assessment. In some cases additional policies and procedures will need to be issued to contractors. These will cover areas of high risk where permit to work systems will be required including the following:

* Asbestos
* Live electrical systems
* Steam pipes (pressure systems)
* Working at height
* Confined spaces
* Hot work
* Exaction works

1. Specific high risk works will require a permit to work system to operate these are controlled by management systems.
2. Before the contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities in relation to Health and Safety requirements. These checks must be in place and agreed prior to work commencing
3. The site manager/ supervisor must ensure that the contractor is given a copy of this procedure policy before work commences.

# SECURITY

1. The site manager must ensure relevant security procedures are enforced. This will require informing the contractors of their access routes throughout the site and high-risk areas.

# EMERGENCY PLANNING

1. The site manager must inform the contractor of the emergency planning arrangements, for example, Fire Procedures – ideally covered at induction. D
2. The site manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:
   1. The closest fire escape
   2. The location type and method of operation of the nearest fire-fighting appliance.
   3. The location of the nearest fire alarm and the method of activation.
   4. The tone of the fire alarm and what to do on activation.
3. Contractors are responsible for the provision of suitable and sufficient fire fighting equipment appropriate to the work involved and must obey alarm signals whilst on site.
4. Smoking is prohibited in all areas of the site unless in a designated area. All employees and sub-contractors are required to comply with this.
5. Hot work is strictly controlled by PTW system due to the risk of fire on site.

# WELFARE ARRANGEMENTS

1. Canteen, rest areas and washrooms will be made available to use by Contractors, or Sub-Contractors, as defined by the Site Manager or other suitable persons.. The Contractor or Sub-Contractor should look after the welfare and tidy up after themselves and help keep the area(s) clean. Drying rooms must be kept clean and tidy and all clothing not required on site removed from site.

# CONTRACTORS REQUIREMENTS

1. Contractors have a duty to work safely and manage the safety of their staff. The work activities must not, so far as is reasonably practicable, effect the Health, Safety and Welfare of anyone who come into contact with them or there activities.

# SUITABLE STAFF ALLOCATION BY CONTRACTORS

1. Contractors may only employ persons aged 18 or over. Those under the age of 18 years old, but over 16 years old must have a specific young persons risk assessment in place and have a designated supervisor assigned to work closely with them who is on site at all times.
2. Due to the nature of the work undertaken, all contract personnel must be suitable to work on the site. Competency, experience and training records will be required to be submitted for checking before the contractor commences on site. Contractors record/sign in/out must be kept and maintained up to date to identify when contractors come on and off site.

# ACCIDENT/ INCIDENT REPORTING

1. The contractor must share all accidents and near misses information to the site manager and record any accidents in the on site accident book before leaving site that day.
2. If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be shared with the company.

# OCCUPIED PREMISES

1. Where the site/ work area(s) are occupied, the Contractor or Sub-Contractor must ensure that all works carried out in such a manner as to cause minimum disruption to daily business for the occupier (may be the client/ tenant etc).

# DELIVERY, UNLOADING AND HOISTING OF MATERIALS

1. The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, normal access to areas outside the immediate vicinity of the works. There may be occasions where the on site telehandler can assist with the unloading and movement of materials – discuss with the site management in advance.

# ELECTRICITY

1. All electrical equipment on site to be used in a safe and approved manner in accordance with the Electricity at Work Regulations. All portable electric tools shall operate at 110 volt A.C. from a double wound transformer having a centre tapped earth on 110 volt winding. All portable appliances brought onto site must have been PAT tested and be within the validity period. The site manager will require records of this testing.

# WATER SUPPLY

1. A water supply will generally be made available as designated by the site manager or other suitable person. Contractors should restrict themselves to this supply and must ensure that the area is kept free of rubbish. The tap is to be kept fully closed after use. The use of fire hoses and/or fire extinguishers, except in emergencies, is prohibited.

# HOUSEKEEPING

1. All Contractors must ensure that rubbish or excess equipment and materials are not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor’s, or Sub-Contractor’s own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.
2. Burning of rubbish on site is prohibited. Excessive dust build upis to be avoided.
3. Good housekeeping is to be maintained at all times.

# CONTROL OF POLLUTION

1. Contractors may not deposit any waste, chemicals or any other substances into drains or waste containers
2. Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

# MOBILE PHONES

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1. Mobile phones are to be used in designated area on site.

# TRAFFIC/ROAD SAFETY

1. All road works throughout the site must be agreed with the site manager, and the local authority is work is to take place on public footpaths/ roads. Any excavations, storage and skips must be guarded using appropriate signs, rails, traffic cones and lights etc. All works must consider Local Planning Authority guidelines.
2. Contractors must comply with local Site Traffic Rules and Regulations at all times.

# PERSONAL PROTECTIVE EQUIPMENT

1. The Contractor is responsible for providing the personal protective equipment for his employees. PPE must also comply with the statutory requirements or equivalent guidance appropriate to the circumstances. RAMS must reflect the PPE and RPE that is to be worn on site.

# HAZARDOUS SUBSTANCES

1. Contractors must not bring hazardous substances (COSHH specific substances) onto the site without informing the site manager. All hazardous substances taken onto site must be accompanied by a COSHH assessment which all contractors/ sub-contractor’s employees must read, sign and follow. The COSHH assessment must be in place before the substance is used.

# HAZARDOUS AREAS

1. Contractors are not permitted to enter specific hazardous areas, for examples, lifting areas, without the permission from the site manager and relevant information, instruction and training has been given.

# PLANT AND VEHICLES

1. All plant used on site must be checked daily by the contractor and the daily check sheets submitted to the site management at the end of each week. The daily check sheets must be made available upon request to ensure they are being completed daily.
2. All plant taken onto site must be accompanied by the most recent maintenance check which the site management will retain a copy.
3. Only appropriately trained and competent staff of the contractor will operate plant. A copy of their competency will be required to be shown to the site management.

# OTHER

1. All procedures of the company will be adhered to by the contractor. For example daily checks of all open excavations will be made and recorded with the paper work given to the site management t retain.
2. All contractors have the right and full backing of the company to stop any work in which they feel unsafe at any time. The Contractor is expected not to work in unsafe conditions and to only work when conditions are safe.

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