

SAFETY RULES FOR CONTRACTORS

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INTRODUCTION

It is the intention of Centra Security (the Company) to maintain satisfactory standards of Health and Safety in all its facilities and operations. It follows therefore that Contractors to the Company must organise and equip their operatives so as to ensure that minimum reasonable risks to Health and Safety are created by their work.

Procedures and requirements to achieve this are set out in this chapter. Additionally, Contractors are reminded of some of the more common hazards and of appropriate accident preventative measures in connection with the construction, alteration, repair, cleaning, painting and demolition of buildings and with the erection or installation of structures or plant and maintenance work.

These procedures and requirements are for the guidance of those concerned in such works and cannot be considered exhaustive. Contractors must therefore always have the responsibility for ensuring that their operatives' equipment and organisation meet all legal and insurance requirements and fulfil the general requirement of minimising the effects of their work.

It shall be a specific condition in the Terms of Contract that they:-

- a) Employ on site only such persons as are skilled, experienced and careful in performance of their trades, callings and duties;
- b) Comply with the undermentioned requirements;
- c) Are not relieved of any of their obligations under statute and common law;
- d) Maintain adequate supervision and ensure that all operatives are fully aware of their responsibilities to Health and Safety;
- e) Ensure all operatives are adequately equipped for their tasks;

It shall be a condition of the Contract that the Contractor shall have or will obtain adequate insurance cover to indemnify the Company in respect of any wrong at law concerning personal injury or death and concerning real or personal property severally arising out of or in the course of or by reason of the execution of the contract work. No permission or consent by or on behalf of the Company under these requirements shall in any way relieve the Contractor of his liability for accidents, injury and/or damage under the contract.

This document is to be reproduced and issued to each Contractor under the title "Safety Rules for Contractors". Acknowledgment of receipt is required, prior to the commencement of any tasks associated with the contract.

DEFINITIONS

Throughout this chapter the following words/titles have the meaning given here.

Company-Centra Security.

Contractor - A firm or person who has agreed to carry out work on the Company's property or premises including those to whom the work is sub-let.

Company Representative - The designated U.K. Facility Representative or his deputy.

Company Safety Manager - The person appointed by the Company to advise on Health and Safety matters.

CONSULTATION

Before any contract work is begun a responsible official representing the Contractor must discuss with the Company Representative the safety precautions required by these Rules and any other precautions which they deem to be necessary. Notes of this consultation must be produced by the Company Representative, signed by both contractor and company representative, and a copy issued to the relevant operatives and displayed at or near the site of the works.

The contractor is reminded of the common law duty to provide competent workmen and proper supervision. This includes subcontract staff.

The contractor should ensure that he:-

- a) Has had the site of operations defined;
- b) Has been informed of facilities available for the contractor's employees, i.e. canteen, drinking water, toilet facilities, first-aid and engineering services;
- c) Receives any special information concerning the Company's processes which may affect or involve the contract work;
- d) Collects his copy of the safety rules;

The precautions required by these Rules and any further precautions which the Contractor or his representative is instructed by the Company to take are to be fully observed and performed.

If, during the course of the work, the Company Representative observes any disregard of these Rules or of his instructions, or observes any circumstances which may give rise to accident or fire, he will immediately inform the operatives concerned who must then comply with these Rules and other safety instructions considered expedient by the Company Representative.

The contractor or a representative authorised by him will be required to sign a certificate to the effect that the Safety Rules for Contractors booklet has been received and understood.

The contractor must ensure that each of his supervisory staff is given a copy and they, his suppliers and subcontractors are aware of the requirements of these Rules. The Contractor must obtain from the Company Representative and sign for the required number of copies. Failure to comply with site directions may result in operatives being ordered off site and contracts cancelled without further payment.

SELECTED STATUTORY PROVISIONS

The Health and Safety at Work etc. Act 1974. The

Factories Act 1961.

The Offices Shops and Railway Premises Act 1963.

The Electricity at Work Regulations 1989.

The Highly Flammable Liquids and L.P.G. Regulations 1972.

The Construction (General Provisions) Regulations 1961.

The Protection of Eye Regulations 1974.

The Control of Asbestos at Work Regulations 1987.

The Woodworking Machinery Regulations 1974.

The Control of Substances Hazardous to Health Regulations 1988 (COSHH).

The Environmental Protection Act 1990.

Access

Nothing shall be done or omitted to be done by the Contractor or his employees which shall interfere with, obstruct or render unsafe the mobility of persons.

- a) In respect of any means of access for the Company's employees to places at which they are severally required to work, or
- b) Relative to the passage of Contractor's employees and vehicles by defined gangways and other routes especially emergency escape routes.

Particular care must be exercised to avoid the casual trailing of supply lines and cables carrying air, gas, electricity, etc.

Permission may be obtained from the Company Representative for the restriction of movement in defined areas providing the Contractor supplies, positions and maintains all necessary fencing, lights and other warning devices to ensure safety at all times. Fire exit routes and doorways must be kept clear at all times.

Accidents

A responsible official of the Contractor must make himself aware of:

- a) The location of the Medical Centre of first Aid Posts.
- b) The requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and the need to report any notifiable accident to the Company Representative.

The Contractor must ensure that his site engineers, foremen and chargehands or other responsible persons are aware of the above.

The Contractor is not relieved of his obligations in respect of First-Aid treatment under the Construction (Health and Welfare) Regulations 1966.

Air Conditioning

Air conditioning cannot operate efficiently if doors are left open, moisture is introduced or rapid changes in room temperature occur. This is particularly important within the bounds of a computer room where such occurrences may result in considerable damage to electronic equipment. Contractors should make themselves aware of the restriction on work practises occasioned by the presence of air conditioning and electronic equipment by virtue of temperature, vibration, dust etc.

Building and Maintenance Operations

The Contractor is responsible under the Factories Act 1961 for ensuring that building operations are carried out in accordance with the Act and the Construction (General Provision) Regulations 1961, the Construction (Lifting Operations) Regulations 1961, the Construction (Working Places) Regulations 1966, The Construction (Health and Welfare) Regulations 1966 and all other subsequent legislation introduced.

Timber with projecting nails must not be left where it is a source of danger. Such timber must be removed to a safe place.

Articles must not be thrown or dropped from heights in circumstances where they are liable to cause injury; they must be properly lowered. If lowering is not practicable and other handling methods have to be used adequate steps must be taken to prevent any possible injury to persons.

Every place where demolition work is to be carried out must be fenced, or other adequate steps taken as to warn and prevent the approach of all persons who may otherwise be endangered.

Where any part of a structure is being demolished, repaired, or broken off action must be taken to protect persons in the vicinity from falling or flying debris.

Before the site is vacated for the day:-

- a) All overhead scaffolds must be left in a safe condition;
- b) Loose tools must be removed to a safe place or be secured against falling;
- c) Approach ladders must be removed or rendered unscalable, and
- d) The site rendered safe and secure.

Computer Equipment

Work carried out within processing areas must be completed in a clean operation. Dust and fumes can cause considerable damage to data processing equipment. No electrical equipment nor prime movers may be operated without first obtaining permission. Electrical interference can cause malfunctioning of processing equipment.

On no account, except for the saving of life, are contractors staff to operate electrical switches installed within a processing area.

Access to rooms/libraries used for the storage of magnetic tapes or disc packs is strictly prohibited. Permission for required access to these areas can only be gained from the Works Co-ordinator.

Storerooms

Access to rooms/libraries used for the storage of magnetic tapes or disc packs is strictly prohibited. Permission for required access to these areas can only be gained from the Works Co-ordinator.

Confined Spaces

When work has to be done inside any vessel, chamber, pipe or flue or similar confined space the Contractor must not allow any of his employees to enter such space without consulting the Company Representative and obtaining permission. The Company Representative will give his permission, in writing, only when he is satisfied the space concerned is safe to enter. In cases where he is not satisfied the Company Representative will inform the Contractor accordingly. He will withhold permission for entry to the space until at least the requirements of Section 30, Factories Act 1961 have been met.

Control of Dust and Fumes

No stationary internal combustion or compression ignition engine may be used in any enclosed or confined place unless specific provision is made to conduct the exhaust gases into the open air or the place is adequately ventilated so as to prevent danger from a concentration of such gases.

The creation of dust, fumes or any other impurity which could be offensive or injurious to health or cause damage to equipment must be effectively counteracted and controlled within the appropriate criteria.

Disposal of Waste

To comply with statutory special regulations and local by laws governing the disposal of waste, it is essential that clearance is obtained from the Company Representative before disposal of materials and/or substances. No sand, soil, cement, mortar or plaster is to be deposited down any of the Company's drains or sewers.

Electrical Dangers

All electrical maintenance and installation work shall be carried out in a competent manner and in accordance with the current edition of the Institution of Electrical Engineers "Wiring Regulations". Certificates of completion and inspection will be required for all work.

Where other persons may be affected by such work, all precautions necessary for the safety of those person must be taken. Where the Electricity at Work Regulations 1989 apply, these regulations must be complied with at all times.

Electricity Supply

The Contractor must not use the Company's electricity supply for any purpose without first obtaining the Company Representative's permission.

Electronics

Apart from connecting electronic equipment to a mains supply, it is essential that any Contractor working with electronics must use employees who are suitably qualified in the subject. A high degree of expertise is required in the handling, testing and safe use of such equipment. All such equipment should be regularly checked and tested.

Use of Portable Electrical Tools and Apparatus

Where the Contractor is engaged in or about the premises on work which necessitates the use of any electrically driven portable tools or equipment such articles will be liable for examination by an electrician nominated by the Company Representative to confirm suitability for connection to the Company's supply.

The electrician will report to the Company Representative who will either grant in writing, or withhold, permission to connect depending on the result of the examination. The Company does not accept responsibility for any defect which is not discovered. The requirement does not relieve the Contractor of his obligation to ensure the safe performance of such equipment and its proper maintenance.

The Contractor is requested to use only equipment of low voltage type. Contractors should provide their own step-down transformer 240/110 volts, 50 cycles, with the centre tap (or mid-point) efficiently earthed. In all cases the metal work of portable equipment and any flexible metallic covering of conductors must be efficiently earthed and all other respects constructed and maintained in compliance with the Electricity at Work Regulations 1989. Alternatively, 240 volt equipment may be fed through an Earth Leakage Circuit Breaker rated at 30 milliamps or less.

Cables supplying portable apparatus must be of the correct number of cores and properly connected to standard plugs and sockets.

Portable electric lamps must be of the insulated "Home Office" type and protected by effective guards.

Contractors should limit the open circuit voltage of A.C. Arc Welding Equipment to 40 volts.

They must also ensure the correct use of earth leads at all times.

Excavations

No work of excavation may begin until there has been consultation between the Contractor and the Company Representative. The Contractor must ascertain whether there are any cables, drains, gas, pressure and water mains etc., and it will be the liability of the Contractor to make good any damage done to such services, to render them safe and secure without undue delay and to submit a report.

Excavations or openings at all times must be securely fenced, boarded or otherwise protected including the use of amber warning lamps during hours of darkness or low visibility.

Excavations shall be properly shored at all times in accordance with Construction (General Provisions) Regulations 1961.

During excavation work the surrounding areas must be maintained in an orderly and tidy condition. Contractors should bear in mind that Section 28 of the Factories Act 1961 requires floors, passages and gangways to be kept free, so far as is reasonably practicable from any obstruction and from any substance likely to cause persons to slip or fall. The Contractor will be solely liable for any accident or damage arising from any disregard of this requirement by his employees.

Explosives and Radioactive Materials

Explosives (including cartridge-operated tools) or any radioactive materials must not be brought on to the Company's premises without the permission of the Safety Officer or Company Representative.

Fire Precautions

All the Contractor's employees must be conversant with the nature of the fire warning system in use at the premises in which they are working. Instructions of action to be taken in the event of a fire must be obtained from the Company Representative unless they are clearly exhibited at the place of work.

Fire-fighting equipment installed by the Company is available for use by the Contractor's employees should a fire occur. The use must be reported. Such equipment must not be used for any other purpose.

Where any work is to be carried out which will necessitate interference with hand fire appliances, fixed fire appliances, alarms or warning systems, prior agreement must be given by the Company Representative.

Any fire caused by, or which affects, Contractor's employees must be reported immediately by them to the Company Representative.

Petroleum, petroleum mixtures, celluloses and any other highly flammable or explosive substances must be only stored and used in accordance with the statutory regulations, by-laws and Company's requirements.

Where any form of protective material or covering is used whether against dust or climatic conditions, it must be of a fire-resisting material or be treated with a fire-retardant solution. Operations involving the use of oxyacetylene welding or cutting equipment, electric arc welding, blow lamps or any other flame-producing equipment may not be commenced until written authority to do so has been received from the Company Representative.

Before carrying out any work where highly flammable or explosive vapours are likely to be present the advice of the Company Representative must be obtained.

The use of spark producing tools in these areas is prohibited unless confirmed by the Company Representative that it is safe to do so.

Contractors are not permitted to erect their own buildings or establish a permanent site on the Company's premises without permission of the Company Representative.

The Contractor must provide, and ensure use of, suitable screens to give protection to all persons in respect of any arc flash that may be caused by his employees.

Combustible materials such as paper, rags and small scrap timber is to be placed on dust bins provided by the Company for subsequent disposal by the Company. No rubbish may be burned on site or in the vicinity of Contractor's huts. Empty containers, paint tins, bottles, etc. must be cleared off the site and not allowed to accumulate.

All forms of lighting and heating in huts provided by the Contractor must be installed and maintained so as not to present a fire risk and must be approved by the Company Representative. The Contractor must equip every hut with a fire extinguisher. A reasonable standard of cleanliness must be maintained inside and within the immediate vicinity of the huts. The Contractor must provide appropriate fire extinguishers to safeguard any flammable stocks he may have in new buildings not yet handed over to the Company.

Hazardous Material and Substances

The Company Representative must be advised prior to the commencement of any operation involving toxic or hazardous materials/substances. There must be conformity with Regulations where applicable, e.g. The Control of Asbestos at Work Regulations 1987, The Control of Substances Hazardous to Health Regulations 1988 (COSHH).

Installation and Commissioning

All machinery must be fully guarded to comply with the Factories Act 1961. On completion of installation and before leaving the site the Contractor or his representative must give notice to the Company Representative who will examine the machinery and inform him of any safety requirement deficiencies. These must be remedied before such machinery is operated under power.

Interference with fire Detection Apparatus

Any interference with the electrical wiring and other mechanisms of automatic fire detection and extinguishing apparatus, or of the audible fire warning system is prohibited, unless authorised by the Company Representative.

Ladders

All ladders must be inspected before they are put into use by the Contractor to ensure that they are in a safe working condition.

Ladders must extend 3ft. (1.05M) above the working landing or support and must rise at an angle given by one foot out from a wall for every four feet of rise. Ladders when being used in one place for any length of time must always be tied. If they are only being used in a particular spot for a short period of time then they may be footed instead.

When work is to continue into the next day, then ladders must be taken down at night time and if they are to be left unattended then they should be rendered undimble.

Lifting Equipment

The Contractor and/or his employees must not use without permission any of the Company's plant or equipment including cranes, hoists, lifting appliances, tackle, ladders, tools and vehicles. If the use of such equipment is permissible within the terms of the Contract or is needed to expedite the work, application must always be made to the Company Representative who will give his written permission for such use if satisfied of the need and on receiving an assurance on the proficiency of a nominated person to use.

The special obligations in respect of cranes and hoists to be satisfied include:-

- (a) No lifting chain, rope or lifting tackle, crane or lifting machinery may be used unless it has been examined in accordance with Sections 26 & 27 of the Factories Act 1961 and a certificate obtained where required.
- (b) Such equipment may not be used for the purpose of a building operation or work of engineering construction (as defined in Section 176 of the Factories Act 1961) unless it complies with the Construction (Lifting Operations) Regulations 1961.
- (c) It is forbidden to load a crane beyond the safe working load marked upon it. In the case of a jib crane in which the angle of the jib can be altered the safe working load is that which corresponds with the angle as shown on the automatic indicator or on the table of safe working loads attached to the crane.
- (d) No person shall be lifted by such equipment unless it is specially adapted for the purpose.

No materials or articles may remain suspended as a load by any lifting equipment unless the operator is at the controls. Where a "Permit to Work" is necessary it will be issued to the foreman/person in charge of the work.

Machinery Guarding

The Contractor may not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery, etc. or from any place where safety equipment has been provided except with the permission of the Company Representative. Where permission is granted any additional, specific precautions must be observed. Afterwards the guard, fencing or other safety equipment must be replaced immediately the work has been completed. The Contractor must take steps to ensure that no machinery etc. is set in motion without such replacement.

Machinery in Motion

No work may be commenced near or above machinery in motion without the permission of the Company Representative.

The Contractor may not set in motion or use any power-driven machinery in connection with work in, or about, the factory unless the provisions of the Factories Act 1961 have been fulfilled, especially those in respect of guards and fencing.

Noise

Contractors must comply with the Noise at Work Regulations 1989. Where the daily personal noise exposure to Centra employees is likely to interfere with work or exceed 85 db (A), written permission must be sought, prior to commencement of works, from the works co-ordinator.

Overhead Working

No work may be carried on above the heads of the Company's employees or over gangways or roads until all precautions have been taken to ensure the safety of persons below and until the Company Representative has given his consent. This consent is required in respect of each place or area where such work is to be carried on.

Painting & Decorating

Particular attention should be paid to the legislation concerning painting and decorating. When using spraying equipment or pressure vessels take note of section 36 of the Factories Act 1961. Also Guidance Note E.H.9. "Spraying of highly inflammable liquids".

lead based paints and primers carry special regulations. The Contractor should familiarise himself with section 129 of the Factories Act and the Control of lead at Work Regulations 1980. Fire is always a risk when dealing with paints. Contractors must make themselves familiar with the HSE Guidance note., "The Storage of Highly Flammable Liquids". (Chemical Safety (.S.2). Contractors should know the HSE guide to "Highly Flammable Materials on Construction Sites". Our requirements under Ladders and Scaffolding also apply to decorators. Contractors must also ensure adequate ventilation of painting works and provide effective warning signs.

Permit to work

It is recognised that occasionally it becomes necessary to carry out examinations, lubricate or adjust running machines and equipment with the normal guards or fences removed. Only competent personnel will be allowed to carry out such work and then only if dedicated in writing as duly authorised.

Permits to work specify the work location and precise details of work to be done together with the special safety precautions to be taken. They carry the signature of each authorised person and those of the relevant supervisor and safety engineer. Whilst the task is under way a second person with a valid permit to work must be in attendance (by sight or hearing). On completion of the specified work all relevant permits must be signed off and returned to originator for cancellation.

Written Permission

Where an authorised person gives written permission for an activity to be undertaken, other than by a permit to work, he shall include in the document:-

- (a) Name of person or persons concerned.
- (b) Outline of the circumstances (what, where, when, how).
- (c) Equipment involved by name and serial number where known.
- (d) Specific safety precautions to be observed.
- (e) Disclaimer of Company liability.
- (f) Authority to do the work described.

Protective Equipment

It is the Contractor's responsibility to supply his employees with necessary protective clothing or equipment for work to be carried out safely.

Roofs

No person shall be allowed to step on, walk over, or work on, any roof covered with fragile material, e.g. glass, asbestos-cement sheeting or corrugated iron sheeting unless the requirements of the Construction (Working Places) Regulations 1966, in regard to the provision of ladders, duck ladders or crawling boards are fully observed.

None of the Contractors personnel are permitted to go on the roof of any of the Company's buildings without the permission of the Company Representative.

Safety of Tools and Equipment

The Contractor is responsible for:-

- (a) The adequacy and safe condition of all structures, scaffolding, equipment and tools used by him in the execution of the work whether such equipment and tools are the property of the Company or otherwise.
- (b) The proper and safe use of any items of the Company's equipment for the use of which permission has been given. Any equipment or tools loaned by the Company must be returned to the Company for any necessary servicing maintenance or repairs.
- (c) Ensuring that pneumatic hammers and drills are fitted with suitable noise suppressors.

Scaffolding

All scaffolding erected by a Sub contractor must be carried out by a competent person holding a current scaffold certificate.

Scaffolding must be assembled on safe foundations and must be perpendicular to the building it is being used on. It must be securely fixed to the building without any of its uprights leaning away. Particular attention must be given to the provision of guard rails and toe-boards at working platforms and work places, gangways, etc. to prevent as far as is practicable the fall of persons, tools and materials. Adequate precautions are to be taken to ensure scaffolding does not represent a security risk after normal working hours.

Security

Company employees have authority to check any person whilst on the Company's premises. Contractors should ensure that their employees are able to identify themselves as such and with the contracts, preferably by means of a certificate or card of authority. Vehicles may be examined at any time when on the premises.

Vehicles used by Contractors or their employees may be parked on the Company's premises only with permission of and in accordance with instructions issued by the Company Representative.

The Company's regulations covering the conduct of their employees will be applicable to Contractors and their employees.

The Company accepts no responsibility for the safety of vehicles, tools or equipment used by Contractors or their employees.

Contractor's employees when working at times outside the normal working hours for the site area concerned must report their presence and area of work to the Company Representative. It is important that they report both on arrival and departure.

Use of Pressure Vessels

Where the Contractor is engaged in or about the premises on work which necessitates the use of compressed air receivers including vessels used for spraying paint and similar materials by means of compressed air, he must produce, on Forms 59 and 60 for inspection by the Company Representative the current reports of the results of the last periodic thorough examination required under Section 36 (4) of the Factories Act 1961.

Vehicles

All drivers are requested to exercise maximum care when on our premises and particularly when employees are entering or leaving the premises. Company drivers are asked to comply with instructions from the Company Representative at each facility. The term "vehicles" includes cranes, dumpers, cement vehicles, and all mobile units.

Parking is not allowed in but of fire exits, or beside fire hydrants and hoses.

Window Cleaning

The Contractor must ensure that-

- (a) Any ladder, step ladder, safety harness or other appliance used or intended for use by his employees is of sound construction, adequate strength, sufficient length and properly maintained; he must immediately report in writing to the Company Representative, any shortcoming in the equipment which may be prejudicial to safety;
- (b) Where it is not practicable to clean windows from a ladder and the Contractor's employee has to work at a place from where it would be possible for him to fall a distance of more than six feet six inches (1.98 metres) or has to work in conditions where any special danger or risk could be involved, the Contractor or his authorised representative shall inspect the place before work is commenced. The Contractor or his authorised representative shall make all provision, so far as is reasonably practicable, to prevent accident and shall specifically instruct his employee in the precautions to be taken.

The Contractor or his authorised representative must satisfy himself that any structural handhold and/or foothold likely to be used by his employee is secure. Where the reliability of any handhold and/or foothold is in question he is to warn his employee and specifically instruct him that it is not to be used. The Contractor must inform the Company Representative of the defect immediately.

Anyone employed as a window cleaner must be fully insured.

The Contractor must at all times ensure that his employees exercise prudence and caution and do not hazard the safety of themselves or others.

Work near Overhead Electric Cables

No work is to be carried out in the vicinity of overhead electric cables until the Company Representative has been consulted as to the precautions to be taken and his written permission obtained. Work, in this connection, includes the handling or carrying of long metal objects and the movement of plant with jibs, masts, arms or other elevated parts. Such permission does not relieve the Contractor of any of his obligations under the Construction (General Provisions) Regulations 1961 (as amended).

SIGNED BY THE CONTRACTOR

NAME.....

DATE..... /..... /