

**HEALTH AND SAFETY CODE OF PRACTICE  
FOR CONTRACTORS AND SUB-CONTRACTORS**



**HALDANE FISHER LIMITED**

**JANUARY 2011**

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## 1. INTRODUCTION

Haldane Fisher Limited is committed to minimising the risk of accident on and/or to its property and therefore:

- Before any Contractor is allowed to carry out work on and/or to our property the Contractor must understand their statutory duties applicable to the work they have agreed to carry out.
- The Contractor must understand their Common Law duties to their employees, our employees and customers, and any other person who may be affected by a breach of such duties.
- We have our own safety rules and practices which must, at all times, be observed by Contractors and their employees.

To assure ourselves that Contractors understand their obligations we ask them to read this Code of Practice and sign and return the Undertaking attached hereto. This Code of Practice shall be incorporated into, and form part of, the contract between Haldane Fisher Limited and the Contractor.

The Contractor will also provide details of his Health and Safety Policy, Safety Training and, when requested, provide an appropriate Method Statement detailing how the work will be undertaken.

### Definitions:

- the term “Company” shall mean Haldane Fisher Limited
- the term “Contractor” shall mean the person/s or firm appointed by the Company to undertake the work, including any Sub-Contractors.
- The term “Company Representative” shall mean the person designated by the Company to liaise with the Contractor to ensure performance of any function or requirement herein.

Compliance with this safety code is a condition of contract, and any failure to comply with these conditions constitutes a breach of contract. The Company shall not be liable for any costs incurred where work is stopped as a result of such a breach.

## 2. INSURANCE

The Contractor shall indemnify Haldane Fisher Limited against all losses, expenses, claims, proceedings and demands in respect of the death, disease or personal injury to any person or loss of or damage to property arising from the activities and operations of the Contractor at the site, other than claims arising from the negligence of the Company.

The Company shall not be liable for loss of or damage, howsoever caused, to property belonging to the Contractor

The Contractor shall insure their liabilities under clauses a) and b) above for the provision of:

- Employers Liability – £10,000,000 limit of liability per occurrence
- Public Liability – £5,000,000 limit of liability per occurrence

(Depending on the work involved or risks to the business, these amounts may be increased or decreased at the discretion of the Company).

- Contract Works or Contractors All Risks Insurance – for the full value of the Contract Works.

The Company may require proof of above insurance policies from the Contractor by completion of the Questionnaire in the Appendix.

### **3. BEFORE COMMENCEMENT OF WORK**

Before commencing work on Site, the Contractor must contact the Company Representative on site and shall indicate the area in which the work is to be undertaken, whether or not Sub-Contractors will be employed and he/she shall discuss with the Company Representative any known hazards which may arise and which may need specialised work permits. The Company Representative will then initiate a job sheet and complete the points listed on the Contractors Induction.

For some more complex or hazardous jobs, the Contractor may be asked to do a risk assessment and provide a method statement/plan of work, which indicates the sequential order of the steps taken to do the job safely. The Company must be notified before delivery of any material commences, in order that storage facilities can be arranged.

Site facilities such as canteen and toilets are available for Contractors use whilst on site.

NB Should the works to be carried out fall within the requirements of the Construction (Design and Management) Regulations 1994, then more specific rules and guidance may be issued prior to any commencement of the works.

### **4. EMPLOYEE/VISITOR SAFETY**

- a) Contractors are forbidden to go beyond the area of their own work, except in so far as is necessary where work is of a progressive nature. In which case the Contractor must liaise with the Company Representative before making major moves.
- b) Where practicable, contract areas should be roped or fenced off. In such an event, only recognised work routes shall be used. The Contractor will ensure that his/her employees observe these restrictions.
- c) To prevent unauthorised access or to contain noise and dust, it may be necessary to use tarpaulins or other forms of sheeting around the site.

### **5. TRAINING**

All Contractors will be provided with information and instruction on the implementation of this Safety Code and its interaction with Contractor's duties and responsibilities. You may also be required to make your employees available for any training which the organisation feels is necessary in order for your employees and sub-Contractors to perform their duties in safety.

### **6. COMMON LAW OBLIGATIONS**

The Contractor and his Sub-Contractor must take reasonable care to ensure their employees are safe, in and about their work, and secondly that all other persons who may be affected by the work or the undertaking thereof are safe. This means, for example, that they must provide safe means of access, working places and systems of working, competent workers, adequate supervision and adequate plant and appliances in good order and safe condition.

### **7. STATUTORY OBLIGATIONS**

It is the duty of the Contractor to fully understand all statutory instruments, orders and regulations relating to the work he/she or his/her Sub-Contractor is engaged upon.

You are undoubtedly aware of the terms and regulations under the Health and Safety at Work etc. (NI) Order 1978 and attention is drawn to other legislation in certain sections of this Code. In particular, Contractors have obligations under Article 5 of the Order not to endanger persons who are not their employees. When Contractors erect and install machinery or equipment, Article 7(3) of the Order obliges them to ensure, so far as is reasonably practicable, that it is safe and without risk to health when properly used.

In addition, you have a duty to inform and train your employees (and any other Sub-Contractors' employees) on any specific hazards they are likely to encounter because of your operations. In the case of any work being undertaken, the Contractor will regularly discuss with the Company Representative any safety aspects.

## **8. FIRST AID AND REPORTING OF ACCIDENTS**

**First Aid** - facilities are provided by the Company during normal business hours. The names of the trained First Aiders are posted at prominent locations within the premises, and first aid stations are located in each building or office area on site. However at all other times Contractors are responsible for making their own arrangements for First Aid facilities for their own employees. Where several Contractors are on site, they may combine to provide all necessary First Aid Services.

**Accidents** - The organisation may wish to investigate all accidents that occur on its site and expect the co-operation of the Contractor and his/her employees in ascertaining the true cause, in an effort to prevent a similar accident. All accidents must, therefore, be immediately reported to the Company Representative and a Company Accident Report form completed.

In this instance any accidents means any injury to personnel, damage to property, plant or equipment or any event which may have led to such an occurrence (i.e., a "near miss" scenario).

It is the responsibility of the Contractor to comply with any Regulations appertaining to the accident and injury reporting, in particular, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) (1997).

## **9. PERSONAL PROTECTIVE EQUIPMENT**

The Contractor shall ensure that when appropriate, his/her employees are supplied with, and use correctly, adequate and suitable protective clothing, eg., safety helmets, goggles, safety harnesses, hearing protection, respirators etc. Suitable footwear (inclusive of a steel toecap) shall be worn at all times and high visibility vests are required in all external yards. Safety helmets in accordance with BS EN 397 are to be worn at all times when working above 2 metres in height.

## **10. ASBESTOS**

Asbestos surveys have been undertaken at all sites and specific details can be obtained from the Company Representative. If a Contractor comes across any material which he/she believes to be asbestos, work should cease immediately and the Company Representative should be contacted. No work will be carried out involving asbestos without the written permission of the Company Representative. Work with asbestos must be carried out in accordance with the relevant Asbestos Regulations and Codes of Practice.

## 11. FIRE PREVENTION

All Contractors will receive necessary information on the individual site's fire evacuation procedures upon arrival as part of the Induction Programme. It is the responsibility of the Contractors' Representative to pass on this information to his employees. The following is for general information purposes only:

- a) The Contractor is responsible for ensuring that all his/her employees are made aware of the sound of the fire alarm and evacuation signals and the evacuation procedure in use in the areas in which they are to work.
- b) Fire hydrant hose reels and extinguishers shall not be used other than for fire fighting purposes.
- c) Smoking is prohibited within all buildings on site, and only permitted in designated areas - a breach of this rule will result in termination of the contract.
- d) Welding or burning work requiring application of heat, shall not be carried out in any areas without prior consultation with the Company's Representative and the issue of hot work permit for each operation.
- e) Contractors must ensure that all low flashpoint liquids or mixtures (i.e. those with a flashpoint below 90°F-32°C) are safely stored, handled and used. When possible, safe liquids (those with a higher flashpoint) should be used. Highly Flammable Liquids **shall not be stored or decanted** within buildings, and effective control of any potential source of ignition shall be carried out by the Contractor.
- f) Contractors shall ensure that all stocks of combustible materials **are not stored** on the premises, but stacked externally, remote from the building. Combustible materials or waste accumulating as a result of the work shall be removed to a safe external point as soon as possible and at least at the end of each period of work.
- g) Contractors are responsible for the provision of adequate lighting and, where necessary, space heating for the comfort and safety of their staff. All access routes and walkways should be well lit and, where space heating is necessary, written authorisation must be obtained for the form of heating proposed before any heating equipment is operated within the premises.
- h) Whenever work or operations may cause obstruction to, or render inaccessible, any fire access exit or stairway leading in or from the buildings, written permission shall be obtained from the Fire Authority. In all cases, first consideration must be given to maintaining a safe means of egress to occupiers of any building. Where temporary alternative arrangements are approved and implemented, the facilities shall be accompanied by suitable directional and exit signs, and temporary lighting to the satisfaction of the Fire Authority.

### **If an evacuation signal is sounded whilst on site:-**

1. All welding apparatus, gas cylinders, machinery, etc., must be turned off before leaving the site, if it is safe to do so.
2. All Contractors' personnel must leave the building immediately, by the shortest route, and report to their own Supervisor, at the appropriate Assembly Point, who will report their status to the Company Representative.
3. Contractors' Supervisors are responsible for accounting for and confirming with the Site Fire Wardens that all their employees have left the site.
4. Contractors' employees must remain at the assembly point and not re-enter the building until instructed to do so by the Main Roll Call Checker or Company Representative.
5. Lifts or vehicles must not be used during an evacuation.

## 12. SECURITY MOVEMENT WITHIN THE SITE

The organisation reserves the right to take all appropriate security precautions to protect its own interests and especially reserves the right to stop and search all Contractor's employees, vehicles etc. should it deem this necessary.

Contractors will not go into any part of the premises except as may be necessary for the purpose of carrying out their work.

### **13. VEHICLE MOVEMENT**

All Contractors' vehicles are required to comply with any traffic restrictions imposed within the boundary of the property and in addition:

- Contractor's vehicles must not exceed 10 mph
- The Contractor shall sign the manifest document to ensure that all loads are properly secured before leaving the site.
- Reversing of lorries, particularly within buildings, is prohibited unless the driver is assisted by a guide whilst so doing.
- All vehicles brought onto company premises by Contractors, must be in good general condition and fully roadworthy to at least MOT / PSV standard. Contractors may be requested to produce the current MOT / PSV Certificate for any vehicle.

### **14. USE OF SERVICES/EQUIPMENT**

The Company's cranes, lifting gear, hoists, vehicles or any other equipment/machinery, shall not be operated by Contractors. Where it is essential for Company equipment to be operated, this shall be done by Company Personnel. In any case, the permission of the Company Representative must be given prior to use.

### **15 EXCAVATIONS**

- a) Before excavation or demolition work is started, the Contractor in charge shall consult the Company Representative who will authorise the work and advise of the existence of electrical cables, drains, gas and water mains likely to be affected by the work. In every case of excavation, in order to avoid striking buried cables or pipes, the Contractor will:-
  - Consult the cable and pipe plans.
  - Use a cable detector.
  - Dig by hand within one metre of known or suspected cables and pipes.
- b) Excavations or openings, when left unattended and at other times when necessary for the safety of persons in the vicinity, shall be securely fenced or otherwise adequately protected by the Contractor. All external excavations and obstructions shall be marked by an adequate number of warning lamps from one hour before sunset until one hour after sunrise.
- c) In the interest of general safety during any excavation work the surrounding areas shall be maintained in tidy condition and loose material of any kind shall be kept clear of gangways and working spaces and not allowed to be an obstruction.
- d) All waste, earth, debris, mud etc. from excavations shall be removed by the Contractor, who will ensure that floors and gangways are kept in a state which complies with statutory requirements.

## **16. DRAINS, SEWERS AND UNDERGROUND PIPEWORK**

The Contractor shall establish the location of all such items which may be affected by the work and take adequate precautions to prevent damage caused by the weight or movement of Contractors' plant and blockages caused by new or waste materials.

## **17. TRIPPING HAZARDS**

The Contractor will ensure that all spillages are cleaned up immediately. Electric wires and leads etc. will be protected to prevent tripping hazards.

## **18. ROOFS/OVERHEAD WORK**

- a) The Contractor's employees are not allowed on any roof without permission. Due regard must be given to the type and conditions of roofing material with particular emphasis being paid in this respect to fragile materials, such as asbestos, glass and Perspex.
- b) No work shall be carried out in any building until effective precautions have been taken to ensure the safety of persons below to the satisfaction of the organisation. Prominent notices warning of overhead work must be erected where appropriate, and the area fenced off in circumstances where considered necessary.
- c) Crawling boards must be used and adequate precautions must be taken to prevent employees falling from the roof.
- d) Contractors shall ensure that precautions are taken to prevent damage to the roof.
- e) Valley gutters, down pipes etc. must be kept free from obstruction and all rubbish or waste material removed from the roof.
- f) Any door leading on to the roof may be required as an escape route in the event of fire and shall not be obstructed.

## **19. LADDERS AND SCAFFOLDING**

The Contractor shall ensure that all ladders and access equipment are used in a safe condition and are used in accordance with accepted safe practice and relevant legislation. Where a request is made by a Contractor for use of a Company ladder, a new ladder will be provided by the Company Representative.

The erection of scaffolding must be carried out by qualified scaffolders and must comply at all times with statutory provisions, including those relating to periodic inspection.

## **20. PRESSURE VESSELS AND TANKS**

Any pressure vessel brought on to the premises must comply with the provisions of the relevant legislation as regards construction and examination of an appropriate Test certificate should be available for inspection.

## **21. MACHINERY GUARDS**

No guards or fencing may be removed from any machinery or plant unless written permission is obtained and the power supply suitably isolated.

Guards shall not be removed whilst the machinery is in motion and they must be properly replaced and secured when work is completed and before the machine is re-started.

All necessary statutory regulations must be observed when it is necessary to examine, lubricate or adjust machinery in motion with the guards removed.

## **22. CRANES, HOISTS AND LIFTING TACKLE**

Contractors who bring their own cranes, machines, vehicles and other appliances onto the Company premises shall, before using them, satisfy the Company Representative that the Statutory requirements relating to the periodical testing and examination have been complied with, that the drivers/operators of these appliances are competent and that where applicable, they hold current valid operating permits.

## **23. DEMOLITION WORK**

All such works fall within the requirements of The Construction (Design and Management) Regulations (NI) 1995, which should be suitably addressed prior to the commencement of any demolition works.

## **24. EXPLOSIVES**

Under no circumstances shall explosives be used except with written consent.

## **25. CARTRIDGE TOOLS**

These tools must not be used on the premises except with prior written permission.

## **26. NOISE**

All reasonable care must be taken to maintain noise levels below 85 dB(A). Where this cannot be achieved the Contractor must inform the Company Representative.

## **27. HAZARDOUS SUBSTANCES**

All materials and processes involving hazardous materials are subject to the Control of Substances Hazardous to Health (COSHH) (NI) Regulations 2000 and the following requirements:-

- a) The Contractors must furnish to the Company a copy of Material Safety Data Sheets for all materials used on site.
- b) The Contractor must supply to the Company a COSHH risk assessment for the use of all materials which are classified under the COSHH Regulations.
- c) Where a COSHH Assessment is not available this must be brought to the attention of the Company Representative before the material comes to the site. The Company Representative will advise what is required for assessment to be completed. The Contractor and their staff must comply with the requirements of the assessment with regard to working practices and any protective equipment and must take adequate precautions to protect Contractors employees, Company employees, Company property and any other persons who may be affected.

All hazardous materials should be removed from the Site by the Contractor upon completion of the work. Chemicals must not be disposed of down drains or culverts, and before disposing of any hazardous waste, the matter must be discussed with the Company Representative.

## **28. COMPRESSED GAS CYLINDERS**

- a) Contractors shall make adequate arrangements for the safe custody of any cylinders, in consultation with the Company Representative.
- b) Cylinders shall not be stored or used near any source of heat.
- c) All cylinders shall be secured and be so placed as not to cause obstruction.
- d) Contractors should ensure the safe condition of any equipment brought into the Company for the purpose of applying heat for cutting or welding.

- e) Cylinders shall be transported in an upright position. In no circumstances shall they be rolled along the floor. If for whatever reason acetylene cylinders have been stored or transported in a horizontal position they must be allowed to stand in an upright position for at least 24 hours before use.
- f) Oxygen must only be used for authorised purposes. It must not be used for operating tools, sweetening the atmosphere or dusting down clothing. Contractors must be aware of the symptoms and hazards of oxygen enriched atmospheres, especially in enclosed spaces.

## **29. ELECTRICAL SAFETY**

- a) All electrical work shall be carried out in accordance with the Electric at Work Regulations (NI) 1991 and current I.E.E. Wiring Regulations.
- b) No connections may be made to the Company's supply without prior agreement between Contractors and Company Representatives.
- c) Wherever possible, portable equipment should be of 110 volts, centre tap to earth. If this is not possible, 240 volt equipment may be used only if protected by an earth leakage circuit breaker (ELC). Equipment used in confined space work shall have a maximum voltage of 25 volts.
- d) Contractor's electrical supplies shall be restricted to use of the standard socket outlets. Where this facility is not available, the Company's Representative will advise of the alternative source. Temporary external electrical supplies for Contractors equipment must be of weather proof design (ie switch boxes) and incorporate a Residual Current Device (RCD).
- e) Earth continuity is essential and the Contractor shall ensure that his electrical equipment is maintained in a safe condition as required by the Electricity at Work Regulations (NI) 1991. The Contractor must be prepared to show records of such checks and maintenance.
- f) Any Contractors equipment found to be unsafe, shall be disconnected and removed from the site.
- g) Loose leads must be kept as short as possible and must be safely routed from socket to appliance. Only proprietary connectors for extension leads are permissible.
- h) Certificates in accordance with the IEE Regulations shall be completed following any new electrical installation.
- i) **No live working is permitted on site unless with the written permission of the Group Safety Manger**

## **30. PERMITS TO WORK**

The work permit is a written method of ensuring that any work undertaken deemed to be especially hazardous is strictly controlled by clearly defined work practices and safety precautions designed to safeguard personnel, prevent damage to plant and equipment, maintain the integrity of the site and safeguard the environment.

A permit to work may be issued for, but is not restricted to, the following activities undertaken on site:

- Work above 2 metres in height
- Hot work (cutting, welding, burning etc)
- Entry into Confined Spaces
- Work on Electrical Installations

The person authorised to issue any permit will be the Company Representative, or Site Safety Officer, who will check safeguards are in place. A permit will then be issued and a copy retained with the Company and also at the work site. The permit will indicate to the Contractor a clear definition of the work together with:

- Any restrictions therein
- Any special hazards and precautions observed
- A statement to indicate the plant or equipment is safe for work to continue

Any specific conditions of the permit must be strictly complied with at all times, including any time restrictions, and the permit returned to the authorised issuer on completion of the task.

Examples of the permits in place on Site are located within the Appendix

### **31. BREACH OF RULES**

It is to be acknowledged by the Contractor that any breach of this Code of Practice, or any relevant statutory provision by their employees or their Sub-Contractors or their employees shall be deemed to be fundamental breach of contract which entitles the Company at its election to terminate the contract without prejudice to any right to the organisation to claim damages in respect.

**32. UNDERTAKING**

*I/We acknowledge that I/We have read and are aware of the foregoing Code of Practice and undertake and agree that I/We and our employees and our/my Sub-Contractors and their employees shall at all times observe and conform with each and every provision of the said Code of Practice*

*Dated:*

*Signed .....*

*for the Contractor*

*Name .....*

*Company Name and Address*

*.....*

*.....*

***PLEASE RETURN THIS PAGE, DULY COMPLETED, TOGETHER WITH, WHERE REQUESTED, A COPY OF YOUR COMPANY HEALTH AND SAFETY POLICY, INFORMATION ON SAFETY TRAINING AND SAFE SYSTEMS OF WORK***

# INSURANCE INFORMATION

**CONTRACTOR** \_\_\_\_\_

## Employers Liability

Insurer \_\_\_\_\_ Policy No \_\_\_\_\_ Renewal Date \_\_\_\_\_  
Occupation (As stated on policy) \_\_\_\_\_  
Limit of Indemnity £ \_\_\_\_\_  
Indemnity to Principal YES/NO  
Cover for Sub Contractors YES/NO  
Restrictive Endorsements \_\_\_\_\_

## Public Liability (Minimum £5M)

Insurer \_\_\_\_\_ Policy No \_\_\_\_\_ Renewal Date \_\_\_\_\_  
Occupation (As stated on policy) \_\_\_\_\_  
Limit of Indemnity £ \_\_\_\_\_  
Excess Layer (if applicable) Insurers \_\_\_\_\_  
Excess Limit \_\_\_\_\_  
If annual renewal date \_\_\_\_\_ Policy No \_\_\_\_\_  
Contractual Liability YES/NO Inner Limits (please give details) YES/NO  
Indemnity to Principal YES/NO Third Party Working Risk ("Tool of Trade") YES/NO  
Cover for sub Contractors YES/NO Policy Deductible YES/NO  
£ \_\_\_\_\_  
Excavation Depth Limit \_\_\_\_\_ Height Limit \_\_\_\_\_  
Restrictive Endorsements \_\_\_\_\_

## Contractors All Risks

Insurer \_\_\_\_\_ Policy No \_\_\_\_\_ Renewal Date \_\_\_\_\_  
Occupation (As stated on policy) \_\_\_\_\_  
Contract Price Limit £ \_\_\_\_\_  
Does cover apply during "Defects Period" YES/NO  
Does the policy provide for the Employer's interest YES/NO

## Motor Insurance

Insurer \_\_\_\_\_ Policy No \_\_\_\_\_ Renewal Date \_\_\_\_\_  
Indemnity to Principal YES/NO  
Cover for hire of vehicles or plant YES/NO  
Limit of Indemnity (Third Party Property Damage) £ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

on behalf of \_\_\_\_\_ Insurance Company / Brokers

**We will notify Haldane Fisher Ltd in the event of any of the above policies being cancelled, not renewed or restricted in any way**



## CONTRACTOR ENTRY AND WORK PERMIT

### PART ONE

You have been invited into this site to undertake work within your specialised field of operations. When undertaking such work you must at all times work within the parameters of the Health and Safety at Work Etc Act 1974 and all relevant legislation within your specialised field. You must only undertake such work within your Companies Safe Systems of Work and on the understanding that you have been fully informed, instructed and trained by competent persons. If self employed you must also have been trained fully in the fields of work you are to undertake on \_\_\_\_\_ premises.

**Your Emergency Evacuation Point is:-**

**Chemicals:-** It is expressly forbidden to bring onto site any chemical or substance not covered by a COSHH assessment and proof of such an assessment must be provided.

**Power Tools:-** It is expressly forbidden to bring onto site any portable electrical equipment for use, unless proof of PAT is produced. If this is not available a \_\_\_\_\_ electrical engineer must inspect such equipment before use.

**Personal Protective Equipment:-** PPE must be worn when necessary.

**Grinding Wheels:-** Unless qualified under the Abrasive Wheel Regulations it is expressly forbidden to change stones or cutting disks. A \_\_\_\_\_ trained person will undertake this duty.

**Reporting:-** You are expressly forbidden to start any work in any area until you have presented this document and yourself to the responsible \_\_\_\_\_ Manager of such areas. The \_\_\_\_\_ Manager will decide whether the work to be undertaken can be undertaken on this permit or whether a further permit is necessary. You are expressly forbidden to undertake the following without a further specialised permit:- **Roof Work, Confined Space Work, Hot Work, Excavations, Major Machinery Removal/Installation, Sewer Work, Steel Erection, Building, Demolition and Ground Penetration.**

**Location of Work Area:-**..... **Work to be Undertaken:-** .....

**Signature (Contractor):-** ..... **Print:-** ..... **Date:-** .....

**Number of Employees:-** ..... **Number of Sub-Contractors:-** .....

**Signature of Security Officer:-** ..... **Print:-** ..... **Date:-** .....

**Name of Person Contractor Must Report To:-** .....

**PART TWO:-** \_\_\_\_\_ **Manager to Read and Complete.**

You are expressly forbidden to allow this Contractor to undertake any work until you have fulfilled your duty under the Health and Safety at Work Etc Act 1974, Section 3(1) that the \_\_\_\_\_ undertaking will not expose so far as is reasonably practicable, persons not employed by \_\_\_\_\_ to risks to their health and safety. You also have duties under the Health and Safety at Work Etc Act 1974 and EEC Management Regulations to share information and co-operate with others in order to secure in so far as is reasonably practicable their health and safety while on site, (identified duty under Section 2(1) for \_\_\_\_\_ employees). While it is accepted that a Contractor is competent within his field you must also consider and communicate regarding the following before work begins:-

1. all sources of energy, electricity, pressure, heat and explosives must be isolated so far as is reasonably practicable.
2. all chemicals must be isolated, residual product must be identified or drained off so far as is reasonably practicable.
3. all other sources of danger such as forklift trucks and traffic routes and the need in regard to personal protective equipment must be identified to the Contractor.
4. is there a need for close supervision of the Contractor.      YES/NO
5. is a further specialised work permit needed.                      YES/NO
6. the appropriate supervisory staff of any area affected by the proposed work must be informed.
7. access and egress points and nearest FIRE EXITS have been shown.

**I have discussed and inspected the work area and work can now commence.**

**Signature of \_\_\_\_\_ Manager:- ..... Print:- ..... Date:- .....**

I understand and accept this work permit and all the conditions and my responsibilities to undertake the above work safely.

**Signature of Contractor:- ..... Print:- ..... Date:- .....**

**Validity Date:- From: ..... To: ..... (seven days maximum)**

**Yellow copy must be carried at all times by the Contractor and returned to Security on leaving site.**

**Handback:-** The above work is now complete, all tools removed and personnel withdrawn. The plant, machinery or systems may return to service.

**Contractor Sign:-..... Date:-..... Time:-..... Received By:-..... Date:-..... Time:-.....**

**Both copies to be retained by Security for a minimum of three years.**

**All instructions and relevant information for Contractors must be written on the back of the Contractors yellow copy.**

**PERMIT TO WORK IN A CONFINED SPACE**

THIS PERMIT MUST BE USED BY ALL PERSONNEL WHEN ENTERING RECEIVERS, TANKS, MIXING VESSELS, OVENS, DRYERS, CURING CHAMBERS, BOILERS, UNDERGROUND PITS AND OTHER CONFINED SPACES

Time ..... Date .....

Valid From ..... To .....

Location .....

Description of work to be done

**ESSENTIAL PRECAUTIONS**

**(Tick as appropriate)**

Cooled sufficiently to allow work

Fume and dust free

Ventilated

Access and egress clear

Person in attendance

**Isolation Procedure**

**(Delete those inapplicable)**

Electrical and other motive power

Gas

Two valve separation (all tanks & mixing vessels)

Other (State isolation process)

Isolated by

Authorised Person .....

Print Name .....

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**Check List (x – req'd) (3 - checked)**

Breathing Apparatus

Harness and Line

Protective Clothing

Resuscitator

Other (state which)

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**THE ABOVE CONDITIONS AND SCOPE OF WORK TO BE DONE HAVE BEEN CHECKED AND ACCEPTED**

Signed Authorised Person ..... Responsible Person .....

Print Name ..... Print Name .....

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**PUT BACK IN SERVICE BY**

Signed Authorised Person ..... Print Name .....

**CANCELLATION OF PERMIT**

Time & Date of Cancellation ..... Signed Authorised Person .....

Print Name .....

Time & Date of Cancellation ..... Signed Authorised Person .....

Print Name .....

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**AUTHORISED PERSON** – Person nominated to be in charge of the work.

**RESPONSIBLE PERSON** – Person who has responsibilities for the safety aspects of the job and has checked to confirm that these are being complied with before signing. Responsible persons are Works Engineer, Zone Engineers – Mechanical, Health & Safety Manager.

## HOT WORK PERMIT

TO BE ISSUED WHERE THE WORK INVOLVES FLAME, HOT AIR OR ARC WELDING AND CUTTING EQUIPMENT, BRAZING AND SOLDERING EQUIPMENT, BLOWLAMPS, BITUMEN BOILERS AND OTHER EQUIPMENT PRODUCING HEAT OR NAKED FLAMES.

This permit applies only to the area specified below:

**Permit No:**

<b>Date:</b>	<b>Nature of Job:</b>
<b>Location:</b>	

The above location has been examined. The precautions listed below have been taken to prevent fire. Permission is granted for this work to proceed.

CONDITION	YES	NO	COMMENTS
Are there any fire/explosion hazards involved?			
Is it necessary to isolate plant, sewers, pipework, tanks, etc., to prevent escape of flammable gases or liquids?			
Is atmospheric monitoring necessary to detect flammable gases?			
Is there combustible material nearby?  Can it be removed?  Can it be covered with a welding blanket?  <i>(If it is impossible or impracticable to adequately cover or remove all adjacent combustible material, a second person armed with a suitable fire extinguisher and /or hose pipe must stand by throughout the welding/flame-cutting operation to extinguish immediately any fire. This "fireman" must wear suitable eye protection).</i>			
Is the area suitably demarcated/signed?			
Have adjacent departments been advised?			

Is a standby man to be provided to warn other persons in the area?			
Are fire extinguishers/blankets to be on hand while work is in progress?			
Any other precautions? (eg., machines isolated, mechanical ventilation, computers, etc.)			
Do the persons doing the work know the location of the nearest fire alarm/telephone and what to do in the event of a fire?			

Permit Expires: Date ..... Time .....

Signed ..... Authorised Signatory

Issued To .....

***I have read, and agree to comply with, the precautions listed on this permit.***

Contractor or Employee .....

Date and Time Started ..... Date and Time Finished .....

**FINAL CHECK**

Work area and all adjacent areas to which sparks and heat might have spread were inspected both immediately and thirty minutes after work was completed and were found safe.

Signed ..... Authorised Signatory

## PERMIT TO WORK ON ROOFS

<b>A. LOCATION</b> ..... ..... Work to be Done ..... .....	Type of Roof ..... .....		
<b>B. HAZARDS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Fragile Roof			
2. Risk to Others			
3. Weather Conditions			
4. Roof Lights In Vicinity			
5. Sloping Roof			
6. Loose Objects			
7. Flammable Materials			
8. Access			
9. Fumes/Gases			
10. Man-Handling of Materials			
11. Flat Roof Work			
12. Others			
<b>C. PRECAUTIONS TO BE TAKEN</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Condition of roof to be checked			
2. Crawling boards/roof ladders to be used			
3. Valley gutters to be boarded			
4. Roof either side of gutter to be boarded			
5. Work area on roof to be cordoned off			
6. Area below roof work to be cordoned off			
7. Roof lights to be guarded or barriered off			
8. Isolation of ventilation fans			

9. Hard hats to be worn			
10. Signs to be posted informing others of work above			
11. Hot work permit required			
12. Harness to be worn			
13. Others			

**D. FURTHER PRECAUTIONS/SPECIAL CONDITIONS**

.....  
 .....

**E. AUTHORISATION**

I have personally examined the above roof and to the best of my knowledge

- a) it is safe to commence work provided the precautions noted above are taken
- b) the details above are correct

This permit is issued to ..... and expires at ..... hrs on ..... and must be exhibited at the place of work during the whole period of the job. If the job is not completed at the above time a fresh inspection must be carried out and a new certificate issued.

Authorised Person ..... Time .....

Signature ..... Date ..... Time .....

*The Top White Copy of this permit is to be given to the person doing the work and retained at the site of work.*

*The Second Yellow Copy is to be retained by the Authorised Person.*

*The Third Blue Copy is to be retained by the Safety Officer*

**F. ACCEPTANCE OF PERSONS(S) UNDERTAKING THE WORK**

YES	NO	COMMENTS

I have read this form and understand the work to be done and precautions to be taken .....

I am fully trained to work on roofs .....

I have in my possession all relevant lock-off keys .....

I am in possession of RMG Code of Practice for roofs .....

Name (Block Capitals) ..... Company .....

Signature ..... Date ..... Time .....

**G. HANDBACK**

*The above work has been completed, tools and equipment have been removed and men withdrawn.*

**PERMIT TO WORK - EXCAVATIONS**

THIS PERMIT MUST BE USED BY ALL PERSONNEL ENGAGED IN EXCAVATION WORK

Time .....	<b><u>ESSENTIAL PRECAUTIONS</u></b>  (Tick as appropriate)	<input type="checkbox"/>
Date .....		
Valid From .....	Electrical Engineer confirmed that there are no buried cables	<input type="checkbox"/>
To .....		
Location .....	Electrical Engineer confirmed that there are no above ground electrical cables/boxes, etc., which could be damaged	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Description of work to be done	Zone Engineer to confirm there are no buried services	
	Risk Assessment completed	
	Safe System of Work completed	

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**IF THE ELECTRICAL OR ZONE ENGINEER CANNOT CONFIRM THAT IT IS SAFE TO EXCAVATE THEN PRINT THE REASONS BELOW**

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**THE ABOVE CONDITIONS AND SCOPE OF WORK TO BE DONE HAVE BEEN CHECKED AND ACCEPTED.**

Signed Authorised Person ..... Signed Responsible Person .....

Print Name ..... Print Name .....

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**THE EXCAVATION HAS BEEN COMPLETED AND THE AREA LEFT IN SAFE CONDITION**

Signed Authorised Person ..... Print Name .....

**CANCELLATION OF PERMIT**

Time & Date of cancellation ..... Signed Authorised Person .....

Print Name .....

Time & Date of cancellation ..... Signed Responsible Person .....

Print Name .....

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**AUTHORISED PERSON** – Person nominated to be in charge of the work.

**RESPONSIBLE PERSON** – Person who has responsibilities for the safety aspects of the job and has checked to confirm that these are being complied with before signing. Responsible Persons are Works Engineers, Zone Engineers – Mechanical, Health & Safety Manager

**PERMIT TO WORK IN A CONFINED SPACE**

THIS PERMIT MUST BE USED BY ALL PERSONNEL WHEN ENTERING RECEIVERS, TANKS, MIXING VESSELS, OVENS, DRYERS, CURING CHAMBERS, BOILERS, UNDERGROUND PITS AND OTHER CONFINED SPACES

Time ..... Date .....

Valid From ..... To .....

Location .....

Description of work to be done

**ESSENTIAL PRECAUTIONS**

**(Tick as appropriate)**

Cooled sufficiently to allow work

Fume and dust free

Ventilated

Access and egress clear

Person in attendance

**Isolation Procedure**

**(Delete those inapplicable)**

Electrical and other motive power

Gas

Two valve separation (all tanks & mixing vessels)

Other (State isolation process)

Isolated by

Authorised Person .....

Print Name .....

<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>



**Check List (x – req'd) (3 - checked)**

Breathing Apparatus

Harness and Line

Protective Clothing

Resuscitator

Other (state which)

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**THE ABOVE CONDITIONS AND SCOPE OF WORK TO BE DONE HAVE BEEN CHECKED AND ACCEPTED**

Signed Authorised Person ..... Responsible Person .....

Print Name ..... Print Name .....

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**PUT BACK IN SERVICE BY**

Signed Authorised Person ..... Print Name .....

**CANCELLATION OF PERMIT**

Time & Date of Cancellation ..... Signed Authorised Person .....

Print Name .....

Time & Date of Cancellation ..... Signed Authorised Person .....

Print Name .....

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**AUTHORISED PERSON** – Person nominated to be in charge of the work.

**RESPONSIBLE PERSON** – Person who has responsibilities for the safety aspects of the job and has checked to confirm that these are being complied with before signing. Responsible persons are Works Engineer, Zone Engineers – Mechanical, Health & Safety Manager.