

INSTRUCTION 15

HEALTH, SAFETY AND ENVIRONMENT, REQUIREMENTS FOR CONTRACTORS

References:

- A. Health and Safety at Work Act 1974
- B. The Management of Health and Safety at Work Regulations (as amended)
- C. Construction (Design and Management) Regulations (as amended)
- D. Health & Safety Policy Annex I
- E. Council Environmental Policy

Introduction

15.1 As employers, the Council has a duty to ascertain, so far as is reasonably practicable, whether the operations of contractors on our premises are likely to give rise to any hazards which could effect our own employees, other contractors and their employees or any other authorised persons on site.

Responsibility/Control

15.2 The appointed supervising officer will monitor work undertaken on the Council's behalf by contractors.

15.3 The appointed officer will ensure that the contractor's and Council's employees and members of the public are not endangered.

15.4 The legal obligation of the Council in relation to the health and safety aspect of all contracts is clear, and compliance with the following points will be expected:

- Awards of contracts will take the health and safety performance of the organisation into account
- Tender documents will stipulate that all works are to be carried out to a safety standard compliant with current legislation
- Each contractor will appoint a competent person to ensure compliance with the provisions of the Health and Safety at Work Act 1974
- Contractors are required to have a written health and safety policy, a copy of this must be forwarded to the Council with the returned tender documents. This requirement may be waived if the tendering company has submitted a copy of the policy within the previous 12 months, or is currently on the Council's Approved List of Contractors
- Any breach of health and safety compliance will be brought to the notice of the contractor in accordance with the Conditions of Contract and appropriate action taken to ensure that it is not repeated
- Where non-compliance with health and safety rules could cause danger to any person, that part of the contract works shall be suspended until remedial actions are complete
- The provisions of the Construction (Design and Management) Regulations will apply to appropriate contracts for new buildings, site clearance, demolition, alteration or renovations to a structure, temporary works etc.

15.5 Contractors and Sub Contractors have a responsibility to comply with the Council's Health, Safety and Environmental Policy, a summary of which is "Safety & Environmental Requirements for Contractors and Sub-Contractors" found at Annex I.

Other Persons or Visitors

15.6 Other persons or visitors are responsible for the health and safety of themselves and other persons at the place of work. Every person visiting the premises for whatever reason is considered to be a "Visitor" for the purposes of this policy, irrespective of their job title. The visitor is responsible for ensuring that:

- They and any persons under their control comply with statutory and Council regulations, rules, codes of practice and safe systems of work relating to matters of health and safety at work;
- Third parties are not put at risk by any process or activity under their control
- The system of work and/or instructions provided by the Council, or by any agents thereof, appertaining to health and safety at work are complied with
- Persons under their control are conversant with the safe system of work and have received instructions;
- All machinery, plant, equipment and tools under their control are in good order and safe to use;
- Any defective or unsafe machinery, plant, equipment or tools are taken out of service and reported to the appropriate responsible person;
- The Council is kept informed of any hazards relating to their visit or any work in progress and where necessary, working procedures arranged to minimise any risk to health and safety;
- All personal injury accidents, non-injury accidents, near misses, accidental damage, fires, explosions, spillage's of chemicals or substances which may be hazardous are reported immediately to the health and safety team and effective action is taken to render the incident safe;
- Where guards are provided/fitted to equipment/machinery, they must be in position during the equipment's operation. Equipment that has missing or defective guards should be taken out of service;
- In any process or condition where personal protective equipment is required to be worn, that such equipment/s are made available for the persons involved and that the items are correctly worn;
- They shall assist in the carrying out of any investigation into any accident, dangerous occurrence or any incident which may have resulted in injury occurring within their area of responsibility;
- They will inform the health and safety team of any condition or incident noted or reported to them, which may constitute an unsafe act or condition;
- They observe and obey road traffic signs and symbols on all roadways within the premises;
- They observe and obey directional and instructional signs, notices and symbols exhibited in working areas;
- They do not work in or enter any area to which they are prohibited;
- They do not work in or enter any area until they are conversant with the safety rules applicable thereto;
- They protect the environment and meet the Council's Environmental Policy.

Accidents / Incidents

15.7 All accidents, incidents or near misses involving contractors sub contractors are to be reported to the Supervising Officer or the health & safety team using the General Reporting Form without delay (see Instruction 3) this is to include environmental issues.