**Safety Rules for Contractors**

Please provide a copy to any contractors prior to works commencing, ensure that they read and understand their duties and get their supervisor to “accept” these rules including a signature. A copy should be retained.

1. The Health, Safety and Welfare of our employees has always been of prime consideration to <Insert Company Name> The standards which we set ourselves are high. We therefore expect all contractors (and others) who provide sources of labour or who work within our premises to adopt the same high standards. The (non-exhaustive) rules set out below are intended to enable contractors to comply with our requirements.

NOTE: This does not relieve contractors of their own legal obligations to ensure a healthy and safe work place and practices

<Insert Company Name> will be glad to assist all contractors in any practicable way to ensure that work is carried out in a safe manner.

1. The following are safety rules are applicable to all projects on our premises and sites under control and are to be implemented in conjunction with Specific Work Method Statements and Risk Assessments where necessary.
2. General Requirements

The following rules are applicable to ALL contractors - e.g. construction, maintenance, etc. and are to be strictly adhered to at all times:

* A copy of the contractors Health and Safety Policy shall be submitted to <Insert Company Name> upon request.
* <Insert Company Name> Health and Safety Policy is available on request - it is the contractors’ legal duty to be familiar with and understand their own Company’s Health and Safety Policy and Procedures.
* Where practicable, contractor employees shall be made identifiable by the employers name or company logo affixed to their safety helmet or overalls.
* Contractors’ employees shall confine themselves to the area in which they are to work, except when proceeding to stores, canteen, lavatories etc. They shall then use the recognised roads and walkways within the premises.
* Contractors will ensure that employees and others under their control have the expertise, experience and competency necessary to enable them to perform that service with due regard for their own safety and health, and that of company employees and other persons who may be affected by their actions.
* Individuals must register upon arrival on site, and when leaving.
* The site requires the wearing of safety helmets and footwear at all times. Other PPE will be used as required by the contractor.
* All injuries must be reported and recorded in the site accident book.
* The instruction or command depicted on safety signs must be complied with at all times.
* Individuals may only carry out tasks for which they are competent and authorised.
* Individuals may only operate and use plant or equipment for which they are trained and authorised.
* Defective or suspect plant or equipment must be tagged and withdrawn from use.
* Waste and debris must be cleared up as work progresses.
* Work may only be carried out in public access areas where so authorised by the contractor’s supervisor.
* Welfare facilities must be maintained in a clean, hygienic condition.
1. First Aid Treatment
* First Aid facilities, which are provided to a scale suitable for the Company’s needs, are available for all contractors’ employees, and these facilities shall be used in preference to any other arrangements for treatment.
* The arrangements for first aid treatment shall be made known to all personnel at the time of safety induction.
1. Reporting of Accidents and Dangerous Occurrences

‘The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment)Regulations 2012 (RIDDOR) require that fatal accident, major injury accidents and scheduled dangerous occurrences shall be reported to the HSE by the employer of the person concerned using the quickest possible means. Contractors shall comply with the requirement and shall also give the relevant management full details of reportable accidents and dangerous occurrences without delay.

1. Fire Precautions
* Smoking is not allowed in any part of the premises OTHER than the designated smoking areas.
* Welding, burning or the use of open flames shall not be carried out in such areas until suitable arrangements have been agreed and a suitable Permit To Work / Hot Works Permit is in place.
1. Machinery and Equipment
* Employees of contractors are not permitted to use any equipment or machinery belonging to the Company unless a hire contract has been raised in the normal manner, subject to the standard terms and conditions of hire.
* Equipment that is the property of another contractor shall not be used unless the specific permission of the owner has been obtained.
* Guards or fencing shall not be moved from machines or plant without exception.
1. Buildings, Plant and Vessels containing Dangerous Substances

Before any work is begun involving the use of flame or electric apparatus on or in near proximity to any building, plant, tank or vessel containing, or having contained, any flammable or explosive substance, all necessary steps must be taken to ensure that the work can be done without risk of fire or explosion. If it cannot be done without such risk, the contractor shall not start work and shall consult the <Insert Company Name> Manager.

1. Workshops
* Contractors shall not use the Company’s workshops, and the equipment contained therein, except by prior arrangement with the Manager.
* Where permission is given for workshop machines to be used, only those of the contractors’ employees who are judged to be competent by the Manager to use the machines shall do so - they must not at any time be used by untrained personnel.

1. Control of Hazardous Substances
* When contractors bring substances onto the premises which are potentially hazardous to health within the meaning of the Control of Substances Hazardous to Health Regulations 2002 (COSHH), copies of the relevant Safety Data Sheets shall be given to the Manager on request.
* Contractors shall demonstrate that they have carried out Assessments required by the Manager and give details of control measure adopted to minimise exposure of their employees and Company employees when requested to do so.
1. Protective Clothing and Personal Equipment

Contractors shall provide such protective clothing and equipment as is necessary to secure the health and safety of their employees.

1. Overhead Work

No work may be carried out above anyone’s head without permission of the Manager and until precautions have been taken to ensure the safety of persons or property below, including the erection of signs and barriers.

1. Accommodation

Temporary huts or cabins for use as accommodation units, meal rooms, temporary workshops, etc. shall only be brought onto site by prior arrangement and shall be located in the positions allocated by the Manager.

All such huts and cabins shall:

* Be weatherproof
* Be incapable of harbouring vermin beneath their base or within;
* Be of adequate size commensurate with the numbers of people who may occupy them.
* Have adequate accommodation for clothing (working and non-working).
* Be adequately furnished.
* Have adequate and safe access and egress.
1. Removal of Surplus Materials
* While the contractor is working, he shall maintain the highest standards of tidiness and good housekeeping relating to matters within his control.
* All tools, surplus material, trade waste, packaging and other rubbish shall be removed on completion of the job by the contractor, and the area shall be left in a clean and tidy state to the satisfaction of the Manager.

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| **Contractor** |

I have read the Company’s Health and Safety Policy and agree to comply with that Policy and also agree to monitor all activities under my control. I will ensure that all employees/subcontractors under control work in a safe manner without risk to themselves or to others that their activities may affect.

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| Signature:  |  | Print Name:  |

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| Company:  |  | Date:  |