

CODE OF PRACTICE FOR CONTRACTORS

Purpose: To enable personnel who manage contractor work on their premises to control contractors' work safely

PRIOR TO STARTING WORK

- Contractors must report to the Company appointed contact.
- Unless accompanied at all times on site, contractors must sign in and out of premises.
- Contractors must observe all Company safety rules and be familiar with emergency procedures.
- Contractor vehicles must be safely parked in designated areas.
- Contractors must produce qualifications, certification required for plant/equipment being used on site and the method statement agreed for the safe completion of work.
- Contractors are expected to provide all their own tools, plant, equipment and materials for the satisfactory performance of the work under contract.
- It is prohibited to use company tools, plant, equipment, materials or services without prior authority.
- Contractors must observe the no smoking policy of the site.
- Welfare facilities shared by contractors must be maintained at a high standard of cleanliness after use.
- Contractors must report all accidents and incidents including 'near misses' to their Company contact.

DURING CONTRACT HOURS

- Contractors must carry out work according to the agreed method statement.
- Personal Protective Equipment used to carry out work must be worn correctly.
- If Personal Protective Equipment is provided for site specific risks, contractors must wear/use it correctly.
- Materials and equipment not in immediate use must be stored and secured safely.
- Contractors must not remove safety guards, fences or barriers without authorisation. Work on services, plant or equipment with an energy source must be isolated, locked off/ tagged off and a certificate of isolation issued.
- High risk work such as electrical, breaking through ground, roof work, hot/cold work and confined spaces will be covered by a Permit to Work system.

COMPLETION OF CONTRACT WORK

- The work area must be kept in a clean and orderly manner.
- All tools, plant and equipment must be removed from the site.
- Material must be removed and waste disposed of safely.
- The work must be inspected and certified by the Company's appointed authorised person.

Important Notice: Your Health & Safety Information Sheet is for guidance only. It does not replace our written Health & Safety policies and procedures and you must make sure you are fully aware of these.

Training Courses: For more details on our Health & Safety Training courses available, please contact our learning Zone department via email: learningzone@shrec.org.uk or visit our website: www.shrec.org.uk