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REFERENCES:

A. Construction (Design and Management) Regulations 2007.

B. Approved Code of Practice: L144 (2007) 'Managing Health and Safety in Construction'.

C. Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).

D. Dangerous Substances and Explosive Atmospheres (DSEA) Regulations 2002.

E. Health and Safety (Safety Signs and Signals) Regulations 1996.

F. Control of Asbestos Regulations 2012.

G. Control of Lead at Work Regulations 2002 (inc' ACoP: L132 (2002) 'Control of Lead at Work').

H. Lifting Operations and Lifting Equipment Regulations 1998.

J. Noise at Work Regulations 2005.

K. Workplace (Health, Safety and Welfare) Regulations 1992 (as amended).

L. Provision and Use of Work Equipment Regulations 1998.

M. Work at Height Regulations 2005.

1. INTRODUCTION

1.1

These Rules and Conditions are primarily intended for use by contractors engaged to carry out building operations and/or engineering construction work (including ancilliary type work, whether or not associated with a main contract): the general applicability will apply to all contractors working on SKF (U.K.) LIMITED premises and provides specific guidance for those SKF (U.K.) LIMITED employees (or agents) who have responsibilities for selecting, engaging, controlling and monitoring contractors.

1.2

Whilst it is not the intention to define the detail of the work to be undertaken, the content of these Rules and Conditions will specify the minimum standard of health and safety associated with contractor working and provide appropriate information on hazardous circumstances likely to be

encountered whilst on Company premises.

2. DEFINITIONS

2.1

Throughout these instructions "the Company" shall mean SKF (U.K.) LIMITED; where the term "Company" is used, this will also be taken to mean any Company employee, or agent of the Company, authorised to act in such a capacity.

2.2

The contractor shall mean any person, not an SKF (U.K.) LIMITED employee, who is contracted to work on Company premises (usually for remuneration); commonly, this will include (but not be exclusive to): project management consultants and principal contractors (including their employees) appointed by the Company under REFERENCE A.; sub-contractors (including designers and CDM Co-ordinators for notifiable projects under REFERENCE A) and their employees; employees of others (service contract companies); the self-employed.

2.3

Contract shall mean any work that falls within the following three categories:

2.3.1

Major Projects - medium to long term duration that includes plant installation/ replacement, building demolition/erection/refurbishment and site infrastructure changes which are subject to REFERENCE A. and the associated ACoP (Approved Code of Practice - refer to REFERENCE B.).

2.3.2

Plant, Building or Equipment Maintenance/ Repair - short term duration that may include un-planned emergency repair work. In addition, this will include all aspects relating to the on-site Contract Maintenance Company and any work initiated and/or controlled by them which falls within the categories of Major Projects or Service Contracts.

2.3.3

Service Contracts - periodic/regular, short term duration work on systems or equipment (eg., telephone, fire detection/alarm, compressors, photocopiers, electrical equipment, calibration, window cleaning, etc.); this will also include consultancies, training agencies, etc. who actually undertake work on Company premises.

2.4

Notifiable Projects - major projects, as described in sub-paragraph 2.3.1 (above) where the construction phase duration exceeds 30 days or involves more than 500 person days (not including holidays or weekends unless specifically scheduled in the contract). Responsibility for notifying the HSE rests with the appointed CDM Co-ordinator in the prescribed manner (refer to Schedule 1 of REFERENCE A.).

2.5

Contract labour brought onto site by the Company will not fall within the tenet of this publication; for health and safety purposes, such persons will be treated in exactly the same way as Company employees that is, subject to the Company's Health and Safety Policy in its entirety.

3. LEGISLATION

3.1

SKF (U.K.) LIMITED (as employer) and its premises (as a place of work) are subject to the Health and Safety at Work etc. Act 1974 (the Act) in its entirety, which includes all relevant statutory provisions and all regulations made under it. The Company is also cognisant of its obligations under other legislation that has relevance to contractor working and health and safety (eg. the Occupiers' Liability Acts 1957 and 1984, the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, etc.). The Company considers legislative compliance as a minimum objective and makes full use of Approved Codes of Practice (ACOPs) and official Guidance Notes (GNs) issued by the Health and Safety Executive.

3.2

The contractor, as employer, will be subject to the Act and the general duty to ensure, so far as is reasonably practicable, their employee health and safety whilst at work (s.2); a further duty exists to conduct undertakings in such a way as to ensure, so far as is reasonably practicable, that those who are not employees, but who may be affected by the undertakings, are not exposed to health and safety risks (s.3(1)).

3.3

The self-employed contractor is under a similar duty to conduct undertakings in such a way as to ensure, so far as is reasonably practicable, their own or anyone else's health is not adversely affected (s3(2)).

3.4

These Rules and Conditions are issued in accordance with the Company's Health and Safety Policy and consequent to specific management duties

imposed by:

3.4.1

Sections 3 and 4 of the Health and Safety at Work etc. Act 1974.

3.4.2

Regulations 8, 10, 11 and 12 of the Management of Health and Safety at Work Regulations 1999.

3.4.3

PARTS 2 and 3 and Regulation 25 of REFERENCE A.

3.4.4

Regulation 5 of the Construction (Head Protection) Regulations 1989.

4. SAFETY RULES AND INFORMATION

4.1 - SAFETY PERSONNEL

4.1.1 Information

To assist in helping the Company comply with its statutory duties, the Company employs a Risk and Safety Manager, appointed as a competent person (in compliance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Article 18 of PART II to the Regulatory Reform (Fire Safety) Order 2005). The Risk and Safety Manager will provide appropriate information and advice in general and, where necessary, to all contractors (including service contract companies) working on Company premises and, specifically, in consultation with the CDM Co-ordinator (appointed for notifiable projects only) at the pre-tender and design stages of any relevant contract and reserves the right to independently monitor the health and safety performance of contractors during the construction phase, including during the development of the Health and Safety File.

4.1.2

For notifiable projects under REFERENCE A., the principal contractor is responsible for appointing a site supervisor, agent, foreman or other responsible person to be present at all times whilst work is in progress on Company premises; this person is to be fully conversant with the contents of this publication and the Health and Safety File.

4.1.3

The principal contractor is responsible for appointing a site safety officer to be responsible for health and safety matters; this person is to be suitably trained and qualified and must be fully conversant with these Rules and

Conditions and the Health and Safety File. Subject to competency, the safety officer role may be undertaken by the site supervisor (see sub-paragraph 4.1.2, above).

4.1.4

The principal contractor is responsible for notifying the Company of the name, address and telephone number of the site supervisor and/or safety officer.

4.2 - CONTRACTOR PERSONNEL

4.2.1

The principal contractor (or service contract company), will be responsible for ensuring that contractors/(employees) working on Company premises are suitably qualified, skilled and in sufficient numbers for the proper and safe performance of the work for which they are contracted. Further, all sub-contractors must be notified to (and be approved by) the Company.

4.2.2

The principal contractor's site supervisor (or service contract company) will be responsible for ensuring that contractor/(employee) working is carried out in a safe manner and that all contractors/(employees) have been briefed on these Rules and Conditions; the principal contractor (or service contract company) will be responsible for ensuring that all sub-contractors understand and sign for having read these Rules and Conditions (further copies are available on request).

4.2.3

The principal contractor (or service contract company) will be responsible for administering disciplinary procedures involving contractors/(employees) on Company premises and will inform the Company of the name of any contractor/ (employee) removed from the contract work because of inadequate health and safety performance. The Company reserves the right to verbally notify the principal contractor (or service contract company) of any observation made that constitutes an unsafe working practice. In extreme cases of a disregard for health and safety requiring the removal of any contractor/employee from the contract work, written notification will be given; such notification, once actioned, is to be retained on the Health and Safety File (if appropriate) or retained with documentation held on the Company's 'Approved Contractor List'.

4.3 - SITE ACCESS

4.3.1

Every contractor (and every visitor to a contractor) is required to register at

the Main Gate on arrival, a pass will be issued which is to be worn at all times whilst on Company premises and, on every occasion, returned to the Main Gate on departure. Visitors to contractors are to be escorted at all times by contractor personnel who have been briefed on, and understand, these Rules and Conditions.

4.3.2

Every contractor will comply with any lawful instruction given by any uniformed member of the Company Security Force.

4.3.3

The principal contractor will be responsible for knowing who (amongst those engaged to work within the relevant contract) is on site at any given time and will ensure that visitors to contractors are escorted at all times as described in paragraph 4.3.1 (above).

4.4 - TRAFFIC CONTROL

4.4.1

All vehicle drivers will abide by the normal rules of the road which pay heed to the Road Traffic Regulation Act 1984; all signs, speed limitations and parking restrictions are to be obeyed. Particular caution must taken in the vicinity of the warehouse and manufacturing factory areas, where pedestrian movement and Fork Lift Truck operations are frequently encountered (see also sub-paragraph 4.10.2 High Visibility Clothing - Designated Area, below).

On Company premises, the

SPEED LIMIT is 10 MPH

Under no circumstances is this to be exceeded.

4.4.2

Contractors will use the normal roadways whilst on Company premises unless it is necessary to designate an authorised contractor route; this will be adequately signposted and detailed in the Health and Safety File and no deviation from the route permitted. All signs are to be obeyed.

4.4.3

Contractor vehicles are not to be driven onto any soft surface adjacent any thoroughfare.

4.4.4

Contractor vehicles are only to be parked in designated areas as detailed in the Health and Safety File; on/off road parking on/adjacent any thoroughfare is prohibited.

4.4.5

Contractor vehicles must not obstruct or otherwise compromise any emergency access, exit or facility provided on Company premises; this includes access to any part of Company premises that may be required by the Emergency Services.

4.4.6

Contractor vehicle load security (eg. material, waste, etc.) is the responsibility of the contractor concerned; all loads are to be adequately secured and/or covered. Any load (or part of a load) or debris lost from a contractor vehicle whilst on Company premises must be immediately recovered.

4.4.7

Any damage recovery or clean-up costs incurred as a result of any failure to abide with the above rules will be borne by the contractor concerned; further, infringement may result in access to Company premises being denied to the contractor and/or vehicle concerned.

4.5 - ACCIDENTS/ INCIDENTS

4.5.1

The principal contractor (or service contract company) will be responsible for reporting to the enforcing authorities any accident/incident resulting in injury to one of their own employees and where subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Where the foregoing relates to an employee of a sub-contractor, the sub-contractor (as employer) is responsible for official notification and must be informed of the accident/incident without delay. Where the injury occurs to a self-employed sub-contractor working within a main contract for which the principal contractor has control, the principal contractor is responsible for official notification. However, where a self-employed person working on a specific contract controlled by the Company suffers injury, the Company will be responsible for official notification, if appropriate.

4.5.2

The principal contractor (or service contract company) is responsible for ensuring that all accidents or incidents involving contractors/(employees) are reported to the Company. The Company will exercise its right to investigate and report on any accident or incident that occurs on Company premises involving contractors but it is stressed that this will not absolve any contractor from the responsibility to carry out their own investigation and official reporting, if necessary.

4.5.3

Any contractor involved in an accident or incident is expected to give their full co-operation to any investigation individual/team/ authority in order to determine accident/incident causation.

4.6 - FIRST AID

4.6.1

The principal contractor will be responsible for the provision of First Aid for all contractor employees working within a contract for which the principal contractor has control; this will include those sub-contractors who may be self-employed and working within the same contract.

4.6.2

Self-employed contractors (and, where appropriate, service contract company employees) engaged to work on a contract by the Company are responsible for their own First Aid provision but, given circumstances and practicality, the Company's First Aid facilities will be made available, if necessary; this will be determined before any work commences.

4.7 - RISK MANAGEMENT

4.7.1 Information

The Company's risk management strategy complies fully with the requirements of the Management of Health and Safety at Work Regulations 1999. Risk assessments are carried out on every aspect of the Company's operations which may constitute a risk to the health and safety of employees or anyone else. As a consequence, hazards have either been eliminated or risks arising have been minimised through appropriate control measures. However, contractor activity is diverse and special arrangements have to be made to ensure that hazards that may result or be introduced are adequately controlled.

4.7.2

Where major contract work is subject to REFERENCE A., the principal

contractor will be responsible for ensuring that suitable, written risk assessments are carried out prior to any hazardous work being undertaken. Where any hazard or potential hazard is identified that cannot be eliminated, the principal contractor is responsible for ensuring that a comprehensive, written work method safety statement describes the measures necessary (and will be implemented) to control the risk(s). Risk assessments and work method safety statements are to be retained in the Health and Safety File.

4.8 - PERMITS TO WORK

4.8.1 Information

The Company operates a formal Permit to Work system for the following hazardous work associated with its own activities and for small-scale contract work in which it either has an influence or directly controls:

- Hot Work.
- Confined Space Work.
- High Voltage Electrical Work.
- Working at Height.
- Demolition/Excavation.
- Asbestos.

4.8.2

Where major contract work is subject to REFERENCE A., the principal contractor will be responsible for ensuring that a suitable Permit to Work system is managed with regard to those hazardous activities identified above. For all other contract work, a contractor Permit to Work will only be considered suitable if the document meets or exceeds the Company's own criteria.

4.8.3

Hazardous work for which a Permit to Work will be in effect must be notified to the Company before the commencement of any work, so that any necessary arrangements can be made.

4.9 - ELECTRICITY

4.9.1 Information

Electricity to the Company is supplied via an underground 11Kv high voltage network; this is transformed down (at Bldgs.15/15A/17/20) to 380V (3 phase) and 220V (single phase) in manufacturing areas or 440V (3 phase) and 240 (single phase) (at Bldg.22) in the administration area.

There are no overhead electricity supplies.

4.9.2

All contractor electrical tools and equipment should be 110V (locally transformed); in exceptional circumstances, 240V equipment may be used from a suitable Company supply source, having been granted permission from the Company Electrical Manager. All contractor electrical tools and equipment must be suitable for their intended use, serviceable and within a current period of certified inspection; documentation relating to such must be available for inspection, if necessary.

4.9.3

No modification, alteration or adaption of Company electrical supplies or any equipment (including contractor equipment) is permitted unless that is specifically included in the nature of the contract and has the full, written, prior approval of the Company Electrical Manager.

4.10 - PERSONAL PROTECTIVE EQUIPMENT

4.10.1

Suitable personal protective equipment (PPE) is to be worn if appropriate to the risk and as identified by assessment, or as a requirement of legislation (eg. the Construction (Head Protection) Regulations 1989, the Control of Noise at Work Regulations 2005, etc.).

4.10.2 High Visibility Clothing - Designated Area

The area around and within Building 20 'Goods In' is designated and appropriately signed as a 'High Visibility Area'; all persons entering the area are to wear high visibility clothing at all times. Pedestrians transiting through the area are to use the blue pedestrian thoroughfare.

4.11 - FIRE SAFETY AND EMERGENCY PROCEDURES

4.11.1

A supplementary document to these Rules and Conditions entitled **'Fire Safety for Contractors'** will be issued before the commencement of each contract or will have been issued to contractors prior to the inclusion on the Company 'List of Approved Contractors'.

4.11.2

The principal contractor is responsible for ensuring that all contractor employees (including those sub-contractors and the self-employed associated with the main contract) read, understand and agree to abide by the contents of **'Fire Safety for Contractors'** and complete the Contractor

Declaration to that effect.

4.11.3

The provision of adequate fire safety precautions and fire fighting appliances necessary for the safe performance of work carried out within the contract will be the responsibility of the contractor concerned; the principal contractor will retain overall responsibility for making the necessary arrangements to ensure compliance with the contents of **'Fire Safety for Contractors'**. UNDER NO CIRCUMSTANCES should there be an assumption, or a reliance placed upon, the existence of the Company's Occupational Fire Brigade, which will not remove any contractor responsibility for carrying out their work safely.

4.11.4

The principal contractor will be responsible for ensuring that all contract employees are informed of any emergency procedures prepared to take account of the nature of the work being undertaken; these must not conflict with Company arrangements, which will be advised before any work commences.

4.12 - HAZARDOUS SUBSTANCES (inc' ASBESTOS)

4.12.1 Information - General

The Company's use of hazardous substances is defined under the parent Group's Environmental, Health and Safety Policy. Where hazardous substances are used, they are strictly controlled under REFERENCE C.; similarly, work associated with dangerous substances and/or explosive atmospheres is controlled in accordance with REFERENCE D. Within the manufacturing area, extensive plant and pipework supporting production machinery variously contains: grinding coolants, honing fluids and associated waste, mains gas supplies and compressed air. Preservatives, degreasants, lubricants and hydraulic fluids are contained within the machinery itself. All storage, use and waste facilities are appropriately identified by signs in accordance with REFERENCE E. and relevant British Standards.

4.12.2

The principal contractor will remain responsible for ensuring that, where hazardous or dangerous substances are to be used as part of contract work, a suitable and sufficient COSHH or DSEA assessment is carried out that identifies any risk associated with the storage, handling, use and disposal of such substance and that controls are put in place to prevent or minimise those risks. Any related assessment documentation is to included in the Health and Safety File and kept readily available for emergency and/or

inspection purposes.

4.12.3

The principal contractor (or service contract company) will be responsible for ensuring that no contractor or sub-contractor (employee or the self-employed) brings hazardous or dangerous substances onto Company premises without having first notified what they are, the quantities involved and without having carried out a COSHH or DSEA assessment (as described above).

4.12.4

All hazardous or dangerous substances are to be safely and securely stored in suitable containers and clearly labelled as to their contents and any safety precautions that are to be applied in their use.

4.12.5

The principal contractor (or service contract company) will ensure that all necessary safety precautions are taken concerning the storage, handling and use of compressed gas. In particular, the requirements of REFERENCE D. and Company rules contained in 'Fire Safety for Contractors' are to be complied with. Not-in-use cylinders are to be stored within an area designated for their storage from the outset of contract work commencing.

4.12.6 Information - Asbestos

In the past, asbestos has been used for various purposes (eg., insulation, lagging, partitioning, roof structures, etc.) and remains in a number of buildings on Company premises; all such areas have been identified and treated. A Company Asbestos Survey Register is maintained and periodic inspections carried out on the condition of the substance in the areas where it remains. Where appropriate and the opportunity arises, asbestos is removed and disposed of by operators licensed under REFERENCE F. Regulation 8.

4.12.7

The principal contractor (or service contract company) will be responsible for ensuring that no contract work is carried out that involves the disturbance of asbestos into the atmosphere (this includes cutting, drilling or abrading). Information will be provided by the Company, detailing those areas likely to be affected, before work commences. In the event that asbestos is encountered and was previously unknown about, all work is to cease immediately and the matter reported to the Company.

4.12.8 Information - Lead

The Company does not use lead or any compounds of lead in its processes or activities. However, it is realistic to assume that as the site

infrastructure has existed since 1947, the likelihood is that the use of lead based paints may have been extensive in all buildings until recent years.

4.12.9

Any work involving heat or naked flame on the structure of buildings (for which a Hot Work Permit to Work will be in force) is to assume that lead based paint is present and the risk of fume inhalation may represent harm to those engaged in the work. Cutting/ burning of painted steelwork is to be preceded by sample analysis of the paint. Where analysis shows lead is present and the exposure is likely to be significant (following an assessment of the health risks under REFERENCE G.), every precaution is to be taken to safeguard the health of anyone who may be affected by the work. If necessary, local exhaust ventilation (if practicable) or airline/positive pressure respiratory protection is to be provided and health surveillance arrangements made to test, monitor and record blood lead levels, before, during and after the work. The contractor will be responsible for implementing appropriate safety precautions as detailed in REFERENCE G (also, see sub-paragraphs 4.15.3 'Welding' and 4.18.15 'Demolition/Dismantling' below); where a suitable and sufficient risk assessment indicates exposure is likely to be significant (as defined), this may include medical surveillance of the employee(s) concerned.

4.12.10

Contractors engaged to undertake painting and decorating are to lightly 'key' surfaces to be painted. Heat guns or any form of naked flame to strip paint layers from surfaces are not permitted.

4.12.11

Where potential exposure to either fume or dust from work involving lead based paints is envisaged, appropriate personal protective equipment (including suitable respiratory protective equipment) is to be worn in accordance REFERENCE G. Regulation 6 - 'Prevention or Control of Exposure to Lead'.

4.13 - LIFTING OPERATIONS

4.13.1

Any work activity that involves the use of lifting equipment is to fully comply with the provisions of REFERENCE H.

4.13.2

In particular, all lifting operations are to be planned and appropriately supervised by a competent person.

4.13.3

All equipment must be fit for purpose, suitable for the environment in which it is used and maintained in a serviceable condition; current certification and records must be made available for inspection.

4.14 - NOISE

4.14.1 Information

Where noise is experienced within the Company manufacturing areas, it generally exceeds the 'upper exposure action value' of
85 dB(A) as defined in REFERENCE J.; areas affected are designated (and suitably warning signed to BS 5499:2002) as 'Hearing Protection Zones'.

4.14.2

All contractors exposed to noise in excess of the 'lower exposure action value' of 80 dB(A) (whether through the Company manufacturing process or consequent to their own activities/equipment) are strongly advised to wear suitable hearing protection.

4.14.3

The wearing of suitable hearing protection within 'Hearing Protection Zones' is mandatory. Contractor activities/equipment which generate noise levels at or above the 'upper exposure action value' of 85 dB(A) or the loud impact/explosive noise of a cartridge-operated tool, etc., which generates an impulse 'peak sound pressure' of 137 dB(C), are to be notified to the Company before work commences so that appropriate precautions can be taken; where appropriate, work is to be scheduled out of normal working hours.

4.15 - WELDING

4.15.1

All welding and cutting activities are considered high risk activities and will be subject to a Hot Work Permit to Work; where that work is carried out in a confined space, a Confined Space Permit to Work must also be in force. All work will be subject to the relevant rules and conditions as described in **'Fire Safety for Contractors'**, which must be strictly adhered to.

4.15.2

Before commencement of work, an assessment must be made to consider the potential for harmful effects of fume; in particular, hazardous fume must not be allowed to affect the health of any person detrimentally. In

addition, any tank, pit, drum or any container (having contained any flammable substance) is to be tested and declared (and certified) gas-free before any attempt is made to carry out hot work on it. Adequate ventilation must be maintained at all times (especially within confined spaces) and by mechanical means, if necessary. Atmospheric oxygen enrichment (to compensate for oxygen deficiency caused by the burning process) is strictly prohibited.

4.15.3

Lead - cutting/burning of painted steelwork is to be preceded by sample analysis of the paint. Where analysis shows lead is present and the exposure is likely to be significant (following an assessment of the health risks under REFERENCE G.), every precaution is to be taken to safeguard the health of anyone who may be affected by the work (also, see sub-paragraphs 4.12.8 to 4.12.11 'Lead', above). If necessary, local exhaust ventilation (if practicable) or airline/positive pressure respiratory protection is to be provided and health surveillance arrangements made to test, monitor and record blood lead levels, before, during and after the work.

4.15.4

Local exhaust ventilation should be employed to extract the harmful fume at the source of generation; where this is not practicable, suitable and adequate respiratory protection must be employed.

4.15.5

Throughout the welding/cutting process suitable screens are to be erected that shield anyone nearby from being exposed to the risk of 'flash' or sparks generated by the process.

4.16 - WELFARE PROVISIONS

4.16.1 Information

The Company fully meets its obligations under REFERENCE K. by providing and maintaining appropriate welfare facilities for its employees throughout the premises; this includes a contract-managed restaurant and premises-wide food and drink vending machines.

4.16.2

Whilst cognisant of it's obligations under REFERENCE A. Schedule 2 - 'Welfare Facilities' , the Company will consider the circumstances of each contract before the use of Company facilities are made available to contractors.

4.16.3

Contractors (including service contract employees) will be advised by their Company host of welfare facilities made available for their use; strict standards of hygiene and cleanliness must be observed at all times when using Company facilities.

4.17 - WORK EQUIPMENT

4.17.1

All work equipment used by the contractor in the performance of the contract is to be suitable for the purpose, serviceable and maintained (with current records) as appropriate, in compliance with REFERENCE L.

4.17.2

Contractors are not permitted to use Company equipment (except where the contract is to install, commission, maintain, test or operate) without the express permission of the Company. Where appropriate, the contractor individual must hold a current certificate of competence, be familiar with and abide by any local Company rules and procedures regarding the equipment to be used, before permission will be granted; only in exceptional circumstances will a contractor undergo training by the Company to operate its equipment.

4.17.3 Overhead Cranes

No work is to carried out on, or within 6 metres of an overhead travelling crane wheel track (ACoP to Regulation 8 of REFERENCE H. refers), until such time as the Company Electrical Manager has authorised and isolated the source of power to the crane (including 'lock off').

4.18 - CONSTRUCTION SAFETY

4.18.1 Information

In general, employees of this Company are not familiar with the detailed aspects of construction or engineering construction safety. Therefore, it is imperative that areas involved in construction or engineering construction work and under the primary control of the principal contractor are demarcated and/or physical barriers erected to exclude persons not under their direct control. To this end, the provisions of REFERENCE A. PART 4 - 'DUTIES RELATING TO HEALTH AND SAFETY ON CONSTRUCTION SITES' are to be strictly adhered to; safety aspects not covered elsewhere in this publication are referred to below.

4.18.2 Access

Safe means of access must be provided and maintained to all contract work areas at all times. Statutory notices relevant to the work in progress must

be prominently displayed. The existence of hazards and/or risks must be identified by displaying suitable signs (in accordance with REFERENCE E. and relevant British Standards), regardless of other control measures implemented; all signs must be obeyed.

4.18.3 Work at Height

Work at height shall be considered as any work undertaken in a place from which a person can fall and be caused harm if appropriate measures as described in REFERENCE M. are not taken. Where that fall could be in excess of 2 metres, it is this Company's policy that all such work will be subject to a Permit to Work, stipulating the safety measures that must be implemented before commencement of work. In all cases of work at height, a competent safety person must be in attendance, suitably equipped to react to any incident. In addition, measures must be taken to prevent any object falling which may cause personal injury or damage to property. All areas where overhead work is carried out are to be adequately demarcated below and suitably warning signed (in accordance with REFERENCE E. and relevant British Standards). UNDER NO CIRCUMSTANCES is anything to be purposely dropped from height for expediency (eg. scaffold pole(s), tools, material, rubbish, etc.); safe lifting/lowering techniques, hoists, rubbish chutes, etc. are to be used.

4.18.4

All work will be carried out from a suitably stable work platform of adequate strength (REFERENCE M. PART 1 of Schedule 3 - 'Requirements for All Working Platforms' refers). Work on roofs and similar external structures is not permitted in inclement weather where there is a risk of any person slipping or being adversely affected by wind, rain, snow, etc..

4.18.5 Scaffolding

In particular, where scaffolding is used, it is to be designed, erected, altered and dismantled to approved standards by trained and competent persons. All scaffolding is to be fully boarded and suitably provided with toe boards (at least 150mm high at all working platforms) and guard rails (top rail at least 950mm above platform and intermediate guard rails a maximum 470mm from the top of the toe board, or between guard rails) (refer to REFERENCE M. Schedule 2 - 'Requirements for Guardrails, Toe boards, Barriers and Similar Collective Means of Protection') .

4.18.6

All scaffolding is to be inspected weekly (refer to REFERENCE M. Schedule 7 - 'Particulars to be Included in a Report of Inspection', which is the same format as that prescribed in REFERENCE A. Schedule 3 - 'Particulars to be Included in a Report of Inspection'), or following any occurrence which may affect its structural integrity, and certified (recorded) as safe by a

competent person.

4.18.7 Mobile (Tower) Scaffolds (M(T)Ss)

M(T)Ss will be subject to the same standards of design, erection and dismantling and inspection as described above. The use of such equipment is restricted to firm, even ground and towers higher than 3 times the width of the base are not permitted. M(T)Ss are not to be moved/relocated whilst any person is on any part of the structure.

4.18.8 Mobile Elevated Work Platforms (MEWPs)

MEWPs are only to be used as work platforms and not for gaining access onto upper surfaces (eg. roofs, etc.) which would involve climbing out of the MEWP basket. MEWPs are only to be operated by trained and experienced persons and is restricted for use on firm, even ground only. Only fully serviceable MEWPs are to be used; a current certificate of inspection is to be in force. Restrictions as to safe working loads (total persons and/or equipment) within MEWP baskets are to be strictly observed. Fall arrest or fall restraint harnesses are to be worn (and suitably anchored) by anyone working within the MEWP basket.

4.18.9 Ladders

In general, ladders are only to be used to gain access to workplaces at height or to those assembled structures described above. In the event that prior assessment determines that only minimal risk exists (and that the use of structures and/or equipment described above would not be more suitable), time spent working from a ladder is to be kept to a minimum (refer to REFERENCE M. Schedule 6 - 'Requirements for Ladders'). In addition, aluminium ladders or stepladders are not to be used for electrical work.

4.18.10

At daily cease work, all access points to temporary structures are to be suitably and securely boarded to prevent unauthorised access, unless the work area is secured by some other means.

4.18.11 Fragile Materials

Any material liable to break if a load and/or a person goes on it, must be provided with adequate platforms or other suitable covering to prevent such an occurrence. Similar measures (including guard rails, if practicable) must also be provided to prevent anyone falling through fragile materials in areas adjacent to where they are working or passing through.

4.18.12

All approaches to areas of fragile material are to be suitably warning signed

(in accordance with REFERENCE E. and relevant British Standards).

4.18.13 Demolition/ Dismantling

Demolition/dismantling is considered a high risk activity and subject to a Permit to Work. Without exception, all associated work is to be planned and carried out under the strict supervision of a competent and experienced person; all relevant areas are to be declared HIGH RISK and demarcated at safe distances from the work to be carried out by using physical barriers and appropriate hazard warning signs.

4.18.14

Demolition/dismantling planning is to consider the existence of asbestos within structures unless proven to the contrary; reference must be made to the latest Company Asbestos Survey Register. In the event that asbestos is discovered during work being carried out (and was previously unknown about), all work is to cease immediately and the matter reported to the Company. Work will not recommence until such time as the Company fulfils its obligations under REFERENCE F.

4.18.15

Cutting/burning of painted steelwork is to be preceded by sample analysis of the paint. Where analysis shows lead is present and the exposure is likely to be significant (following an assessment of the health risks under REFERENCE G.), every precaution is to be taken to safeguard the health of anyone who may be affected by the work (also, see sub-paragraphs 4.12.8 to 4.12.11 'Lead' above). If necessary, local exhaust ventilation (if practicable) or airline/positive pressure respiratory protection is to be provided and health surveillance arrangements made to test, monitor and record blood lead levels, before, during and after the work.

4.18.16

Every effort is to be made by the contractor to minimise the effects of dust and noise during demolition/dismantling work.

4.18.17 Stability of Structures

All work concerned with construction must be properly planned and take into account the stability of structures at all stages of the work. In particular, consideration must be given to the effects of the work on adjacent structures during demolition/dismantling/ excavation; any subsequent detrimental effect in this regard must result in work being stopped and the matter referred to the Company, pending advice from a structural engineer. No unstable structure (whether being demolished/dismantled/excavated or erected) that may represent a danger to the safety of any person is to be left unattended, unless adequate measures are taken to prevent access to the area; this will also apply after

daily cease work.

4.18.18 Excavations

Before any excavation work is carried out, it will be necessary to determine the existence of underground services; reference is to be made to utility plans and the presence of any such services confirmed, using cable and/or pipe detectors. On Company premises, the main substratum is chalk which, in some areas, will have been affected by previous disturbances; therefore, the ground conditions must be established, with a view to providing an adequate shoring system. All excavations are to be:

- Directly supervised by a person experienced and competent in excavation support.
- Provided with edge protection; also, where any person could fall 2 metres or more, a suitable barrier is to be erected. At night, the excavation is to be adequately lit.
- Adequately provided with ventilation; internal combustion-engined vehicles and equipment must not be permitted to exhaust into any excavation.
- Provided with adequate working space; spoil heaps, materials and plant, etc. must not be within 1 metre from the excavation edge.
- Appropriately covered for purposes of vehicle/pedestrian crossing with materials of adequate strength. In general, vehicles are not permitted to manoeuvre or park in the immediate vicinity of excavations; where necessary, a competent banksman is to be in attendance.
- Provided with properly secured access ladders.
- Inspected by a competent person immediately after excavation/shoring work, before each shift and following a significant occurrence (eg. storm, accidental earth fall, etc.). A recorded inspection must also be carried out at least once a week in a format prescribed by REFERENCE A. Schedule 3 - 'Particulars to be Included in a Report of Inspection'.

4.18.19 Prevention of Drowning

Where any work is carried out above water or any other liquid, adequate precautions must be taken to ensure no person falls into the water/liquid. Where it is impracticable to cover the area or install a stable work platform of sufficient strength (as described in paragraphs 4.18.4 to 4.18.6, above), suitably-anchored fall arrest equipment is to be used (**NB**: equipment configuration must be such that the fall is arrested before the individual hits

the water/ liquid).

4.18.20

In all cases of working over water/liquids, a competent safety person must be in attendance and suitably equipped to react to any incident.

5. INSURANCE

5.1

The contractor shall be liable and indemnify the Company against any expense, liability, loss, claim or proceedings under legal statute or at common law in respect of personal injury to, or death of, any person arising out of or in the course of the contract, except where the foregoing is due to any act or negligence by the Company or anyone for whom it is responsible.

5.2

Contractors who are employers will take out and maintain insurance for the period of the contract which complies with the Employer's Liability (Compulsory Insurance) Act 1969 in respect of liability to their own employees.

5.3

The contractor will take out and maintain insurance for the period of the contract which indemnifies the Company against any expense, liability, loss, claim or proceedings in respect of injury to others and property damage insofar as the foregoing arises out of the course of the contract and is due to any negligence, breach of statutory duty, omission or default of the contractor.

5.4

All insurance cover must be in force at the commencement of work and be maintained for the full period of contract. The contractor shall produce such evidence as the Company may reasonably require that insurance referred to above has been taken out and remains in force for the period of the contract.

6. SAFETY BRIEFING

6.1

Before work commences, all contractors engaged to work on Company premises will undergo a Safety Briefing that reflects the contents of these 'Health and Safety Rules and Conditions'; any current, local changes will be advised.

7. DOCUMENT MANAGEMENT

7.1

This document will be issued to all parties invited to tender for any contract. Retrospective issue and any subsequent amendment will be made to any organisation and person who features on the 'List of Approved Contractors' (held by the Company Purchasing Manager).

8. FURTHER ADVICE

8.1

Health and safety matters within the contract are, in the first instance, the responsibility of the contractor. The Company Risk and Safety Manager remains available to provide general advice on implementing aspects of this document, if required.

EMERGENCY TELEPHONE No: 555

Reference