



# Quality and Health & Safety Handbook for Contractors 2017 Edition

Quality and Health & Safety information for contractors working for ECEX at client premises or grounds.

## INTRODUCTION

This document is issued to all contractors and sub-contractors before commencing work on our clients' premises or grounds, and forms part of the contract documentation. **It must be read, signed and returned to us, by all personnel attending site.**

Failure to do so may result in personnel being excluded from all ECEX sites.

ECEX has attained ISO 9001 Quality Management status by having processes in place to deliver a consistent quality service to its customers. We have Visions, Values and Behaviours as a benchmark that our customers will judge us on. We expect all contractors to join us in achieving these.

- **Exceeding Expectation** – To give the best customer experience through exceptional standards of service, knowledge and expertise.
- **Everyone Counts** – Everyone is important; customers, employees, suppliers and all we engage with.
- **Working Safely** – We are committed to safety; it is the foremost consideration in everything we do.
- **Respecting the Environment** – We help to safeguard the world in which we live and work.

**All contractors** working on our client's premises and grounds must ensure that their operations are carried out in a safe and workmanlike manner, and be aware that if this is deemed to be otherwise, it could result in the contract being suspended or terminated.

**All work** carried out by the contractor shall be carried out in accordance with the Health & Safety at Work Act 1974, and any other applicable statutory legislation, including The Management of Health & Safety at Work (Amendment) Regulations 2006.

**Before attending any ECEX site you must be able to say yes to all the following:**

1. Minimum safety equipment with you on site will be; Safety Shoes, Hard Hat, Safety Gloves, Hi-Viz Vest and Safety Glasses.
2. You will have read and fully understood the Risk Assessment / Method Statement
3. You will ensure your name is on the Method Statement
4. If you are the nominated job supervisor, you must always have a copy of the Risk Assessment / Method Statement with you on site and remain present on site throughout the works. If you have to leave site or do not intend to return to site for any second or subsequent days, you must notify us immediately.
5. You have a fully stocked first aid kit in your vehicle
6. You have the appropriate training with certification to carry out the task in hand
7. You have suitable and sufficient signage (if required) for the job in hand

**ECEX or their representative has the right to stop any work activity carried out by the contractor or sub-contractor if it is considered to be a risk to the health and safety of the operative, employees or members of the public.**

## **GENERAL HEALTH & SAFETY REGULATIONS**

ECEX believes that the health and safety of its employees, contractors and members of the general public is of vital importance. The following health and safety requirements outline the responsibility for implementation of health and safety by Contractors working on ECEX clients' premises.

- Contractors are to submit their Health & Safety Policy and Method Statements before commencement of work on site if requested.
- Contractors are to work to ECEX's H&S policy and procedures and communicate this with their employees and sub-contractors.
- Contractors are to ensure the correct provision and use of work equipment is in accordance with the relevant applicable legislation.
- Contractors are to ensure that all of their employees shall conform to all aspects of their legal duties and responsibilities as laid down by the Health & Safety at Work Act 1974 and all other relevant statutory provisions.
- The Contractor and Contractor's employees will cooperate with ECEX to ensure full compliance with Health & Safety Legislation.
- Contractors will supply copies of their Health and Safety training certificates upon request.

## **GENERAL HEALTH, SAFETY AND WELFARE RULES**

### **ACCESS TO SITE**

- Access to site will be by prior arrangement with ECEX only.

### **DRIVING ON SITE**

- Traffic regulations must be adhered to at all times. All site specific speed limits and directional signs must also be followed.

### **PARKING**

- Parking on site will be by prior arrangement with ECEX only (if available and as directed by site personnel).

### **ACCIDENTS**

- All Contractors must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which requires the notification of certain accidents and incidents to the local Health & Safety Executive. **ALL** accidents or near misses must be reported to ECEX.

#### **IN THE EVENT OF AN ACCIDENT INVOLVING PERSONAL INJURY**

1. STOP THE OPERATION
2. REMOVE CASUALTY TO SAFE ENVIRONMENT IF SAFE TO DO SO
3. GET MEDICAL HELP
4. LEAVE AREA UNTOUCHED
5. INFORM ECEX (01635 244100)
6. INFORM THE CLIENTS ON-SITE NOMINATED REPRESENTATIVE

#### **IN THE EVENT OF AN INCIDENT OR NEAR MISS**

1. STOP THE OPERATION
2. LEAVE AREA UNTOUCHED
3. INFORM ECEX (01635 244100)
4. INFORM THE CLIENTS ON-SITE NOMINATED REPRESENTATIVE

### **ALCOHOL / DRUGS**

- Sub-contractors are not allowed to be under the influence of alcohol or drugs while representing ECEX. Anyone suspected of being under the influence of alcohol or drugs will be removed from site.

### **SMOKING**

- It is our policy that there is **no smoking** on our clients' premises.

### **FIRE PROCEDURES**

- You must familiarise yourself with site specific fire procedures. You must take into consideration where you are working e.g. Basement and roofs, and have alternative escape routes.

### **FIRST AID**

- All sub-contractors must carry a suitable first aid kit, and be able to administer basic first aid.
- Contractor(s) staff must have first aid training certificates.

### **HOUSE KEEPING**

- The working area must be kept clean and tidy at all times. When leaving your work area you must ensure the area is clear and safe. No access / egress routes should be obstructed.

### **PERSONAL APPEARANCE**

- You must always be of smart appearance. It is not permitted to wear shorts or football shirts. You must not wear clothing branded with your company logo. When necessary you may be required to wear ECEX uniform, which will be provided.

### **WELFARE FACILITIES**

- When using site welfare facilities you must keep them clean and tidy. Some sites do not permit contractors to use their restaurant and canteen facilities; this must be respected.

### **CONFIDENTIALITY**

- The Contractor and his staff must not disclose to any person (other than a person authorised by ECEX) any information acquired by them in connection with the contract.

### **ACCESS EQUIPMENT**

- If scaffolding equipment is to be erected it must be in accordance with the Work at Height Regulations 2005 and the relevant Guidance Notes. Alloy Towers and Mobile Elevated Work Platforms etc. may only be operated by appropriately qualified personnel (e.g. IPAF, PASMA)
- Contractor(s) staff must appropriate training certificates.
- All sub-contractors must have ladders and steps that are fit for use. Care must be taken when footing ladders or steps, ensuring that the base is level and secured. The top of ladders must also be secured.

### **ASBESTOS**

- Only licensed contractors shall be employed to carry out the removal of asbestos. If any old insulation, gaskets, lagging, sprayed insulation coating or insulation boards are found in a building it must be assumed that it contains asbestos and ECEX must be notified immediately.
- Contractors staff must have Asbestos awareness training certificates.

### **CDM**

- Contractors are, where applicable to comply with the current Construction, Design and Management Regulations

### CONFINED SPACES

- A site specific written risk assessment must be carried out when working in a confined space. The risk assessment must be approved by ECEX before commencement of any work.
- Contractors staff must have confined space entry training certificates.

### COSHH

- **All** substances that are to be used on site must be authorised by ECEX before they are brought to site. This will require that all COSHH sheets for substances have been approved by ECEX prior to work commencing.

### ELECTRICS

- Where work is to be carried out on or near electrical equipment, whenever possible the portion of the system shall be effectively isolated so as to remove the dangers of possible contact with live parts. All electrical work is run under a permit to work. Contractors who may need to isolate relevant units must have the required electrical training certification to support this.

### HOT WORKS

- A permit is required for specific tasks deemed to be 'Hot Works'. These include but are not limited by; all open flame work; (welding, brazing, soldering, etc), mechanical cutting (drilling, grinding etc)

### LONE WORKING

- Where there is a need for lone working, a specific Risk Assessment must be carried out and accepted by ECEX.

### MACHINERY

- Contractors are to ensure that all equipment, plant or machinery brought onto site is suitable, in good working order and is fit for the purpose intended.

### MANUAL HANDLING

- Where practicable manual handling should be avoided. Where it is necessary to carry out manual handling, only trained personnel are authorised to do so.
- Contractors staff must have manual handling training certificates.

### METHOD STATEMENTS

- Method Statements **must** be adhered to fully. No work or work practice is allowed outside of the Method statement.

### NOISE

- When working in occupied premises noise must be kept to a minimum. Drilling and other noisy tasks can only be carried out with the permission of the local site manager. No radios, stereo equipment etc. are allowed on site. When working in plant rooms ear defenders must be worn if noise levels are high (rule of thumb: If you have to raise your voice to be heard then you need ear defenders)

### PERMITS TO WORK

- **All** permits to work **MUST** be closely adhered to.

### POLLUTION

- Care must be taken when working with chemicals, refrigerants or any other potentially toxic material. These must be disposed of properly and accompanied by an official waste transfer note

### POWER SOURCES

- Only pre-arranged power sources are to be used. You must not plug into sockets without prior authorised permission.

### **PPE**

- Contractors are to ensure that their employees are issued with suitable Personal Protective Equipment in accordance with the relevant applicable legislation. Any misuse of PPE could result in you being removed from site.

### **PRESSURE SYSTEMS**

- A safe system of work must be followed when working on pressure systems. When ever possible the system should be shut down before work commences. Examples of pressure systems include but are not limited by:

Heating Boilers

Steam Boilers

Booster Sets

Compressed air systems

### **RISK ASSESSMENTS**

- Risk Assessments must be carried out by competent personnel. Risk assessments must be available on site and adhered to at ALL times.

### **TRAINING**

- Contractors are to ensure that adequate information; instruction, training and supervision is provided to all employees before commencement of work on site.
- Contractors will be requested to submit evidence of compliance with the above.
- The following training certificates are seen as the minimum requirement
  1. Manual Handling
  2. First Aid
  3. CSCS
  4. Asbestos Awareness
  5. PASMA / IPAF / Working at Height

### **SIGNAGE**

- All work areas shall be safely cordoned off and the appropriate safety, instruction and directional signs put in a highly visible location.

### **SITE TOOLS**

- All site tools and portable electrical equipment must be safe for purpose and hold a current safety certificate if applicable (e.g. PAT test certificate).

### **VEHICLES**

- You must attend site in unmarked vehicles unless previously agreed with ECEX.

### **WORKING FROM HEIGHTS**

- When working at heights, as described in 'The Working at Height Regulation 2005' a risk assessment must be carried out.

### **WORKING NEAR WATER**

- Adequate precautions must be taken to eliminate the risk of drowning when working near water.

### **YOUNG PERSONS**

- A specific risk assessment is required for any person under eighteen years of age.

**IF YOU REQUIRE CLARIFICATION OR ADVICE ON ANY PART OF THIS DOCUMENT  
PLEASE CONTACT OUR COMPLIANCE MANAGER ON 07799 890515.**

## DECLARATION

### QUALITY AND HEALTH & SAFETY HANDBOOK

I have read the Quality and Health & Safety Handbook and fully understand the quality, health and safety arrangements and my responsibilities and obligations to ensure their compliance. I also understand that further information is available to me with regards to all Quality, Health and Safety issues.

I understand that disregard for these rules; regulations and recommendations will lead to me being removed from site.

Name	Signature	Date