



HSE 1.14
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Contractors Code of Practice



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1. **Introduction**

- 1.1 For the purposes of this document "the company" shall mean ADM Pressings
- 1.2 These conditions for work aim to ensure the health and safety of Contractors' employees, other people, property, assets and the environment, which may be affected by the work to be undertaken.
- 1.4 The Company Nominated person is responsible for direct liaison with Sub- contractors.
- 1.5 Pressure of work is not an acceptable reason for failure to comply with these Conditions for Work. Anyone repeatedly failing to comply will be put off site and not be re-employed on the site without the Company's permission.
- .6 No statement or implication contained in the Conditions for Work relieves Contractors of contractual obligation, or obligation under the Health and Safety at Work Act 1974, the C.D.M. Regulations 2015, Environmental legislation or any other relevant legislation.
- .7 These conditions shall apply to any contract for work placed on a Contractor by the Company from any of its business units.
- .8 A Contractor shall be deemed to mean any supplier of services involving the provision of the Sub-contractors manpower to execute a scope of work. The work shall be specified in a purchase order placed with the Sub-contractor.
- 1.9 Contractor shall submit to the Company Nominated Person, prior to commencement of work their Method Statements (Safe System of Work), Risk Assessments, COSHH Assessments and relevant competency certificates.
- 1.10 Where the work is to be executed on the premises of ADM Pressings the company rules shall apply.



2 Company's responsibility

The Company's Nominated person is responsible for ensuring:

- Contractors undergo a Safety Induction
- Contractors hold relevant up to date certification / qualification for activities undertaken. (for example, working at height / MEWP, Fgas certification etc.)
- Contractors have up to date public liability insurance
- Where applicable waste carriers registration (EA)

Contractors receive and sign for:

- Copy of this code of Practice
- Agreement that induction is understood and sufficient, information, instruction has been given in order to carry out the work in a safe condition (e.g. Permit to Work, contractor site induction etc) Regular visitors or contractors should be checked against the induction database to ensure the induction is still valid – 6 month intervals)

3 Contractor's responsibility

3.1 Contractors supervisor must give a site survey induction to all sub contractors employees, new starts and their contractors. The site induction will include explaining the conditions of work.

3.2 Any aspect of the job of which the Contractor's supervisor is unsure must be discussed with the HS&E Nominated person.

3.3 Contractors' Supervisors are responsible for:

- Their staff to be issued with any COSHH or Risk Assessments and the means to reduce risks to an acceptable level including the provision of PPE.
- Contractors' are trained in the use and care of PPE
- Contractors employees are monitored and are using PPE correctly.
- Notifying ADM HSE representative of any significant changes which could have an impact on the ability of ADM pressings to meet Health, safety and environmental obligations. Examples include but are not limited to: changes in the scope of work, changes in **contractor** company structure, contractor company HSE or EA prosecutions or actions, changes in public liability insurance such as renewal, (new documents must be sent to ADM pressings), ISO standard certificate renewals or revocation etc.
- Ensuring employees carrying out tasks or activities which could cause a risk to their health and safety or the health and safety of ADM employees, visitors, other contractors or members of the public or could have an impact on the local or wider environment are suitably trained and competent and where applicable registered with relevant authorities or bodies (including but not limited to Gas safe). Evidence must be available upon request.

4 General Equipment

4.1 Contractors may not use any Company Stores, loan tools, workshop or storage areas without the Company Nominated Person written permission

4.2 Petrol and diesel engines are not permitted to exhaust inside of buildings except during deliveries of plant or equipment, without prior agreement from ADM Pressings.

4.3 Tools. Equipment and plant brought onto site are to be maintained in good working order. Appropriate certification of test and inspection items shall be available.

5 Personal Protective Equipment (PPE)

5.1 Contractor employees are responsible for checking their own PPE and for using it when required.

5.2 Suitable eye protection, hard hats, safety footwear and hearing protection are mandatory if identified on the contractor's Risk Assessment and /or Methods statements (RAMS). THE PPE is to be provided by the Contractors.

5.3 Where the risk of falling either above or below ground level then safety harnesses and if necessary all arrestors /restraints, must be used, have a test certificate and the contractor competency certification in tis use.



6 Electrical Equipment and Electricity

- 6.1 All electrical circuits, plant and equipment are to be treated as LIVE unless otherwise instructed.
- 6.2 Contractors must comply with Electrical Safety legislation.
- 6.3 The Company Nominated Person may arrange for inspection and approval of temporary electrical installations and may sanction disconnection of any parts of the installation, tools and equipment considered dangerous. Temporary installations will comply with current IEE Regulations.
- 6.4 Contractors must take all reasonable precautions to ensure the safe operations of equipment. Trailing extension leads are to be kept as short as possible and must not create a tripping hazard.
- 6.5 Apparatus operating at 25/110/240/415 volts ac must be connected to site electrical supplies using appropriate BS plugs and sockets. The Contractor need to ensure that they provide RCD protection for 240v single phase and 415v three phase supplies.
- 6.6 Double insulated power tools with 2-core cable only are preferred. All portable electric tools must be brought to the attention of the maintenance supervisor (or a nominated person) before use; to ensure it has been maintained in good condition and protected against mechanical, thermal, or environmental damage. Unless agreed, hand held portable power tools are to be double pole switched, operating at 110 volts ac supplied from a transformer with centre point earthing. Hand held ac powerlamps must operate at 25volts.
- 6.7 All portable electrical equipment brought on site must shall have been Portable Appliance Tested (PAT) before it is used.

7 Lifting Accessories /Tackle and Machines

- 7.1 The company will provide contractors when requested the use of dedicated machine specific lifting equipment only. Equipment and any certified accessories so provided shall only be used with prior written agreement of the Company Nominated Person and after a competence check of the operator is carried out.
- 7.2 Contractor's employees involved in the use of lifting tackle must be trained to a standard that will allow them to recognise and avoid danger resulting from malpractice.
- 7.3 Contractors' lifting equipment must be properly tested, identified, and regularly inspected by a Competent Person as laid down in the Lifting Operation & Lifting Equipment Regulations (LOLER) Regulations. Certificates and Insurance survey reports are to be made available for inspection by the Company Nominated Person.
- 7.4 A Company crane shall only be used with prior agreement of the Company Nominated Person and after a competence check of the operator is carried out. The Company Nominated Person will arrange for local Company staff to familiarise Contractors' employees with the crane controls.

8 Vehicles and Parking

- 8.1 Contractors vehicles and employees' private vehicles are permitted to park subject to agreement. Site boundaries must be observed and a universal speed limit of 5 mph. Do not block access or egress routes.

9 Ladders and Scaffolding

- 9.1 All ladders are to be carried horizontally. For work within High Voltage Areas, ladders must be of timber or fibreglass construction and ONLY used or moved in strict accordance with this rule. Platforms, walkways, and access ladders must be kept clear of rubbish and obstructions.
- 9.2 Scaffolding is required for work, which cannot be done safely from ground level, or from installed work platforms or gantries.
- 9.3 Scaffolding may only be erected, altered, or dismantled by competent scaffolders who must certify a scaffold as fit for the intended job before use and inspect it weekly thereafter-recording details of every inspection in the scaffold register.

10 Excavations of Holes

- 10.1 Excavation hatches or covers opened by Contractors will require immediate erection of safety barriers suitable for preventing persons falling into the excavation or hole. If necessary at night, lighting and flashing amber lamps are to be installed. Excavations are to be back-filled and covers replaced as soon as the job allows.

11 Confined Spaces

- 11.1 The Company shall determine after consultation with the Contractor if any space, which is to be entered, is to be classified as a confined space and will state the conditions of entry. These conditions include a Permit –To-Work.



The provision by the Contractor of a person who shall be outside the Confined space and shall be in audible contact with all persons working in the confined space. There are no circumstances where the outside person shall enter the confined space. Contractors should be aware that certain types of work can introduce danger into a Confined Space, which under normal circumstances would be safe. As work progresses the Contractor is responsible for ensuring that no danger to any person arises from his activities.

12 Pollution, Waste, and the Environment

- 12.1 ADM pressings have implemented an environmental policy signed by the managing Director. The implementation of this policy is supported by ISO 14001 2015 environmental management system. The policy is displayed on main notice boards within ADM pressings and all employees and contractors are encouraged to familiarize themselves with this policy. Copies can be made available upon request.
- 12.2 Waste must be disposed of correctly. The waste must be placed in the enclosed skip(s) provided by ADM Pressings, as specified by the Company Nominated Person.
- 12.3 Where a risk of spill or pollution has been highlighted by assessment the HSE department, will provide, information, instruction, and training to the Contractor, including the availability of emergency spills kits.
- 12.4 Leakage of oil, diesel or any hazardous substances into drainage pits, watercourses, drains or land must be prevented at all costs. Contractors must immediately inform the HSE department if an incident occurs. Or the nominated person who will be responsible for containing the spillage. Hazardous substances provided by Contractors must be stored in suitable areas designated by the Company Nominated Person.

13 COSHH and Risk Assessments

- 13.1 Changes to the work or additional work may require reassessment. If so, the Company Nominated Person must be informed **before** that work commences. Contractor employees must have access to assessments before starting and during work and be provided with the means of reducing the risk to an acceptable level.

14 Emergency Fire Drill

- 14.1 Action on Discovering fire:
 - ALERT OTHERS
 - REPORT THE OUTBREAK IMMEDIATELY TO THE HSE department OR NEAREST AVAILABLE MANAGER
 - DO NOT PUT YOURSELF AT RISK
- 14.2 If possible and only if trained to do so, tackle the fire using extinguishers and fire hose available
DO NOT USE WATER ON ELECTRICAL OR OIL APPLIANCES.
- 14.3 If it is not possible to tackle the fire go to the assembly point as instructed from INDUCTION
- 14.4 Enclosed spaces must be evacuated following discharge of a fire extinguisher.

14.5 Action on Hearing Fire Alarm

- Cease work in a safe orderly manner
- Go to assembly point as defined at INDUCTION
- Once Evacuated, any building is not to be re-entered until the incident is officially declared as over.

15 Accident Reporting and First Aid

- 15.1 All accidents however minor are to be reported as soon as possible to the nearest first aider or any ADM Pressings site Management. In addition the Contractors' supervisor must report to the HSE department every accident or near miss incident, which occurs on the site.
- 15.2 The company investigates all accidents and incidents on site and will require the Contractors cooperation in the investigation. Subsequent recommendations may be made to prevent reoccurrence of the accident or incident involving the Contractor in changes to and /our working practices.
- 15.3 The company provides First Aid contacts by the use of their own staff. Full details of First Aid are given at the Induction.



16 Document Receipt and Emergency Information

For all Emergencies and Environmental Incidents, report immediately to any of the Management team below

Table with 4 columns: Who, Position, Internal Phone, Direct. Rows include Steve Collins (HSE Officer), Mark Thompson (Planning and Materials manager), Andy Martin (Manufacturing Manager EAST), Paul Brickle (Manufacturing Manager WEST), Steve Bolton (Section Leader Paint plant WEST), Tony Callaghan (Fabrication section- leader), Kris Smith (Maintenance supervisor), and Phil Brown (Maintenance supervisor).

- Unless authorised by the Company Nominated Person. All Contractors must sign in and register at reception. Where the contractor(s) will be given a visitor’s badge, which must be worn at all times whilst on site.
Where contractors are to work outside of reception hours, the contractor host will need to ensure the contractor signs in at the security office and sign out when the task is completed.
The visitor’s card must be returned to reception or security office upon completion of work and sign out.
Fire Assembly point as instructed at CONTRACTOR HSE INDUCTION or as instructed by the nominated person.

17. RECEIPT

I have read and understood these conditions of Work and I have undergone the Company’s Induction. I will inform reception upon arrival and when leaving the site each working day (or if outside of reception hours) the nominated responsible person. I will ensure to sign in and in-turn sign out No work past 16:30 hours Monday to Thursday, or 12:30 on a Friday or weekend work is permitted, unless agreed by the Nominated Company Person or HSE department.

Signed Contractor

Date

Signed Contractor

Date

Signed Contractor

Date

(next page contractor to sign for HSE records)



This copy for ADM Pressings HSE contractor file)

18. HSE 1.14 Contractor code of practice RECEIPT (To place in contractor file)

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Signed

Name (Print)

Signed

Name (Print)

Signed

Name (Print)

Contractor / company

Date