



# GUIDANCE NOTES FOR CONTRACTORS

## Company:

These guidelines are issued to all contractors, including self employed contractors, who work on Hunter Plastics premises. They are not a substitute for any verbal briefing that may be necessary and additional controls may be required for some tasks i.e. Permit to Work. Please ensure every effort is made to assist Hunter Plastics in their aim for zero accidents on site.

## Your Legal Responsibilities

Contractors, sub-contractors and their employees who are employed on sites belonging to Hunter Plastics must comply with all relevant health and safety legislation and also the safety rules and regulations of Hunter Plastics. Failure to do so could result in contractors, or their sub-contractors, being asked to withdraw their employees from the site at no additional cost to Hunter Plastics. This may also result in the termination of their contract.

Where it is practicable to do so, contractors must ensure that the work area is roped, fenced or taped and notices stating 'No Admittance' (or similar restricted access) must be displayed. Where access is restricted in this manner, the area will then be the responsibility of the contractor, however, Hunter Plastics reserves the right to monitor the operation. Hunter Plastics will, therefore, agree with the main contractor those 'Authorised Persons' who may enter the restricted area. The 'Authorised Persons' wishing to enter the restricted area must then report to the contractor's representative and will comply with the contractor's rules at all time.

## Smoking Policy

Contractors should be aware that Hunter Plastics has a 'No Smoking' Policy in all areas, with the exception of the staff canteen. The ban also applies to yard areas. Smoking by contractor's employee/s in any area will require the contractor to remove their employee/s from site forthwith.

## Before You Commence Work

Contractors must obtain permission from Hunter Plastics, in writing wherever possible, before work commences on site and before they arrange for any deliveries of equipment etc. prior to their work starting. When starting work each day contractors are requested to report to a designated point. During the hours of 08.00 a.m. to 06.00 p.m. all contractors and their employees coming onto site must sign in at Reception; outside of these hours contractors are to report to the Security Office to sign in. The Manager responsible for the completion of the work (hereafter referred to as '*the Manager*') will then discuss the arrangements for the work being carried out (i.e. A plan of work). When leaving site the Contractor must also sign out.

## **Site access**

Contractors and their employees are not free to move around the site except into areas agreed between *the Manager*. The office areas and Hunter Plastics vehicles are out of bounds to all contractors unless authorised by *the Manager*. Contractors and their employees should be aware that during various periods throughout the day and night the volume of vehicle movements in yard areas is high. In particular, contractors and their employees should be aware of the threat posed by reversing lorries and movement of Fork Lift Trucks. A public road runs through the site and all contractors and their employees should be aware of the hazard i.e. of speeding vehicles driven by the public.

## **Overhead hazards**

No overhead or above ground level work is to be carried out without reference to *the Manager* or his nominated representative so that suitable safeguards can be implemented. Where required, contractors and their employees will wear suitable head protection at all times and appropriate warning notices will be posted at all likely access points to the area of risk.

## **Cranes, Hoists and Lifting Tackle**

Any equipment of this type that is brought onto the premises must have a current copy of the relevant test and inspection certificate available for presentation to *the Manager*.

## **Electrical Work**

All electrical connections to the Company's supplies must be carried out in accordance with current safety procedures outlined in the latest edition of the IEE Regulations. All appliances and systems used must comply fully with the Electricity at Work Regulations 1989.

## **Fire Precautions**

No bonfires or open air burning of contractor's refuse will be permitted on site without the written permission of *the Manager*. **NB** Any person discovering a fire, no matter how small, must report it immediately to *the Manager*. The Company has fire fighting equipment available, this is not to be used for any other purpose other than fire fighting and must only be used by trained personnel.

Contractors should ensure their employee/s are made aware of the nearest Fire Alarm, the correct evacuation signal, the nearest escape routes, the correct extinguishers to be used (only if they have been trained to use them) and their location, and the assembly points where they should gather if the alarm sounds

## **Permit to Work**

To control the hazardous activities of contractors Hunter Plastics operates a 'Permit to Work' system. This entails *the Manager* discussing the proposed activity with the contractor. A Permit to Work is then issued which lists the controls required to ensure the safety of all those likely to be affected by an activity, operation, etc. The Permit is issued for a specified period of time and must be returned upon completion of the task or when the time limit expires.

Some activities, such as soldering, use of a cutting torch or use of a grinder, may be termed as 'Hot Work' and these activities may require the issue of a 'Permit to Work'.

## **Machinery**

No machines driven by an internal combustion engine may be used within the Company's buildings where there are workers present, without first ensuring that suitable ventilation has been provided.

All machinery used by contractors must conform to all relevant legislation. Particular attention should be paid to:

The Abrasive Wheels Regulations 1970  
The Electricity at Work Regulations 1989,  
Employers Liability (Defective Equipment) Act 1969  
Provision and Use of Work Equipment Regulations 1992

## **Personal Protective Clothing (PPE)**

Adequate protective clothing must be provided by the contractor against inclement weather, extremes of temperature, sparks, hot substances and all hazardous materials and substances that the Contractor and their employee/s are likely to come into contact with while carrying out their duties. When the hazard of dangerous fumes, vapours, dusts or fibres are present, then suitable breathing protection must be provided for the employee/s.

Specific operations such as chipping, grinding, sanding, welding and similar activities must not be undertaken without the provision of suitable eye protection.

## **Pressure Vessels**

Any pressure vessel brought onto site must conform to the relevant sections of the Factories Act 1961, Pressure Systems and Transportable Gas Containers Regulations 1989 and the Single Pressure Vessels (Safety) regulations 1991 (as amended 1994). Contractors must be able to show *the Manager* a current certificate of test and inspection.

## **Roofs, Ladders and Scaffolding**

When working on roofs of a brittle nature, i.e. asbestos sheeting, suitable crawling boards must be used. If employees are working close to the edge of roofs, necessary precautions, such as guard rails, toeboards, and/or safety harness, must be used.

Ladders, when being used in any one place for any length of time, **must** always be secured. If they are only being used in a particular spot for a short period of time, they may be footed instead. Any ladders/step ladders used must be in a sound and safe condition and must be inspected for damage before use by the User. Use of any Hunter Plastics ladders is only to be permitted after consultation with *the Manager*.

Scaffolding must be erected on safe foundations and suitably tied to the structure to ensure stability. Particular attention should be given to the provision of guardrails and toeboards to prevent the fall of materials, tools and people. Materials should not be stored on the scaffolding to a height that exceeds that of the toeboards, unless a suitable mesh screen is fitted. In all such cases, care must be taken not to overload the scaffolding by the storage of materials. (See also 'Overhead Hazards')

## **Security**

Hunter Plastics employees and their vehicles are liable to spot searches at any time for security reasons, and the contractor's employee/s are required to co-operate if searches are instituted.

## **Services Below Ground**

It is important that before contractors commence digging operations they ascertain the position of below ground services, additional details and advice may be obtained from *the Manager*. Contractors who fail to do so will be held liable for any subsequent damage or loss arising.

## **Transport**

The entrances and exits of the Hunter Plastics site are in constant use and this includes most yard areas. Fork Lift Trucks are in constant operation and all pedestrians should take particular care. Any vehicle driven within the confines of the Hunter Plastics site should take extreme caution and be aware of pedestrians at all times.

Site speed limits must be strictly adhered to and drivers, driving their vehicles in excess of the speed limit will be prohibited from site. To keep all yard areas safe, the parking of contractor's vehicles should be carried out in such a manner so as not to cause an obstruction. Consultation with *the Manager* or Security personnel must take place and should result in the optimum safe access for all users of the areas.

## **Noise (On site and Noise Pollution)**

Any activity or process that is likely to generate noise in excess of 85 dB (A) should be assessed, by a competent person, to determine who is at risk from the noise generated. Where necessary, suitable hearing protection must be issued to those at risk of noise induced deafness.

Where noise is likely to pose a problem for neighbours of the Hunter Plastics site *the manager* should be informed so that suitable consultation can be made with neighbouring sites prior to the commencement of the activity. This requirement for prior consultation also applies to any odours, smells dusts or vapours likely to be generated by the activities of contractors that neighbours may find offensive.

## **Environmental Issues - Drains & Sewers**

No sand, soil, cement, ballast or plaster may be deposited down any drains, either through the cleaning of tools or by disposal. Every effort must be made to prevent sand, soil, cement, ballast or plaster being washed down the drains during adverse weather conditions.

Spillage of hazardous substances into any drains on site should be reported to *the Manager* immediately.

## **Environmental Issues - Waste Disposal**

Contractors are responsible for the regular removal of their waste materials from the site. This must be carried out in an appropriate manner that complies with all current waste handling regulations. Contractors **MUST NOT** deposit their waste materials into Hunter Plastics waste skips or other waste containers unless authorised to do so by prior arrangement with *the Manager*.

## **COSHH**

Contractors must ensure that COSHH Assessments are available for inspection for all hazardous substances brought on site as agreed at the time of contract. No Hunter Plastics employees should have access to these substances, particularly if stored on site for extended periods. All substances brought onto site must be stored, used and disposed of in a proper and safe manner.

## **Sub Contractors**

It is the responsibility of the main contractor to ensure that any sub contractors used on site are made aware of the Hunter Plastics Guidelines. *The Manager* should be made aware of all sub contractors who are likely to be used, other than those agreed prior to the placement of the contract.

## **First Aid and Accident Reporting**

If any contractor or their employee is involved in an accident that results in damage to materials, vehicles or premises, or results in an injury being suffered by themselves or other person, he/she must report the details to *the Manager*. In addition, the contractor will be expected to co-operate fully in any subsequent investigation by a senior member of Hunter management. Refusal to make a statement at the time of an incident may prejudice any possible findings made during further investigations.

### **First Aid Facilities**

Contractors are normally expected to have available their own First Aid supplies but can call for assistance from any Hunter Plastics First Aider if required. Any member of staff can be requested to assist in obtaining first aid from the first available qualified member of staff.

### **Welfare Facilities**

The Woolwich site has adequate welfare facilities for Hunter Plastics employees on site, these include washrooms, a staff canteen and the provision of various vending machines. Smoking is only permitted in the canteen area. Contractors can seek agreement for the use of these facilities prior to commencement of the contract. If during a contract the contractor or their employees need to use these facilities, written agreement is to be obtained from *the Manager*.

Contractors will provide their own personnel trained to respond to emergencies i.e. First Aid trained. However, Hunter Plastics will provide trained personnel during a contract if necessary and only after written agreement has been obtained from *the Manager*.

**While on site your Hunter Plastics contact will be:**

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I/We agree to observe all the 'Guidance Notes for Contractors' and will do all in my/our power to preserve the health and safety of my/our employee/s, your employees and the general public while working on the premises.

**Signed:** -----

**Name:** *(Please print)* -----

**Position:** -----

**Company Name and Address:** -----

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**Date:** -----

**Contractor's Comments:**

*Please copy these guidance notes (duly signed) and return the original to your point of contact at:*

**Hunter Plastics Limited  
Nathan Way  
London  
SE28 0AE.**