



CONTRACTOR SAFETY

AEA – SHE Information

Safety, Health and Environmental Information for Contractors and Suppliers to AEA group

CONTRACTOR SAFETY**INTRODUCTION**

This booklet outlines the safety, health and environmental policy, objectives and expectations of AEA group. It is intended to promote safe, healthy and environmentally acceptable methods of working by contractors and suppliers to AEA Group.

It covers work conducted under contract to AEA group, regardless of the location of the work. The first section of the booklet sets out our expectations for contractors and suppliers who undertake work on our behalf in their own premises or elsewhere.

The second section of the booklet covers the procedures and site rules with which contractors and suppliers must comply when undertaking work on, or visiting, AEA group sites.

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SECTION 1 AEA GROUP EXPECTATIONS FOR CONTRACTORS AND SUPPLIERS

We recognise that our suppliers and contractors are engaged in a wide range of activities, differ considerably in size and have varying experience in safety, health and environmental management. AEA group is therefore not prescriptive in its requirements although we do expect, as a minimum, that our contractors and suppliers:

Understand their own health and safety issues and environmental impacts, and the choices available to them to minimise these impacts;

- Ensure the competency of their employees and any sub-contractors to undertake work on behalf of AEA group;
- Understand AEA group's health and safety issues, environmental impacts, policies and procedures, where relevant to the work being undertaken on our behalf;
- Are proactive in helping us to improve our safety, health and environmental performance;
- Comply with relevant safety, health and environmental legislation.

For contractors working at our sites or on our customers' sites, we require, in addition, compliance with relevant safety, health and environmental procedures and site rules which will be provided for each contract by the contract Superintending Officer.

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1.1 AEA GROUP SAFETY, HEALTH AND ENVIRONMENT (SHE) POLICY

AEA Safety & Health and Environmental (SHE) Policy

AEA's SHE vision is *"to be the best at Safety, Health and Environment"*.

We care for and are responsible for our employees, our contractors and all others affected by what we do. In working towards our vision of SHE excellence, we will follow AEA's values:

- We keep our promises
- We build strong, long lasting relationships
- We recognise and develop our people
- We make a difference

For Safety, Health and Environmental performance we will:

- Comply, as a minimum, with legislation
- Ensure that the way we work reduces the risk of harm to a minimum
- Constantly seek ways to improve towards our goal of excellence

To achieve this we will:

- Communicate our policies to employees and stakeholders
- Set specific goals and use annual targets to help achieve these
- Maintain clear and simple management systems and procedures
- Drive a culture of ownership and excellence
- Monitor performance and report progress, aiming for continuous improvement

Everyone in AEA is responsible for meeting these commitments – directors, managers and all employees. And so we will:

- Ensure everyone knows and understands their responsibilities, are well trained and competent and are held accountable
- Ensure that we learn from accidents and near misses
- Recognise and reward individuals for their initiative in driving improvement and excellence.

We will review our Safety Health and Environmental policies and performance every 12 months and revise as directed by the Board of AEA Technology.

A handwritten signature in black ink, appearing to read 'Bernie Bulkin'.

Signed:
Bernie Bulkin

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1.2 AEA GROUP SAFETY, HEALTH AND ENVIRONMENTAL OBJECTIVES

We invite contractors and suppliers to share our safety, health and environmental objectives and to consider how you can help us to achieve our objectives.

Safety and Health

Our activities have measurable health and safety risks that we are committed to managing and reducing by means of a programme of continuous improvement in four main areas:

SHE Impact	Objective
SLIPS, TRIPS AND FALLS	<ul style="list-style-type: none"> • To minimise the risk of injury from slips, trips and falls by: <ul style="list-style-type: none"> ○ Educating our employees on avoiding slips, trips and falls by highlighting best practice ○ Ensuring that our buildings and surroundings are maintained such that slipping, tripping and falling hazards are minimised.
TRAVEL	<ul style="list-style-type: none"> • To ensure that the requirements of our Travel Policy are followed, and specifically to support measures to mitigate the risks of driving.
STRESS	<ul style="list-style-type: none"> • To seek to minimise the risks to health caused by work-related stress by: <ul style="list-style-type: none"> ○ Taking all reasonable steps to manage the pressures and demands on our employees, including the management of working hours ○ Ensuring that our employees have the necessary skills, training, assistance and resources, including effective business systems, to do their jobs without incurring undue stress ○ Supporting any employee who is suffering from stress by appropriate management action e.g. providing additional resources, reducing the workload, changing the job.
MUSCULOSKELETAL INJURIES	<ul style="list-style-type: none"> • To minimise the risk of injury and ill-health from musculoskeletal injuries by: <ul style="list-style-type: none"> ○ Ensuring that employees have the necessary training and equipment to carry out their duties without incurring musculoskeletal injuries. ○ Ensuring that there are risk assessments for all activities with the potential to cause musculoskeletal injuries and that the identified measures are implemented to minimise the risks to as low as reasonably practicable. ○ Offering individuals who suffer musculokeletal ill-health as a result of work-related activities appropriate medical help in order to aid their full return to work.

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Environment

Our direct environmental impacts are small in absolute, global terms. Nonetheless, we have measurable impacts that we are committed to managing and reducing by means of a programme of continuous improvement:

SHE Impact	Objective
UTILITIES	<ul style="list-style-type: none"> To manage energy usage in all AEA group occupied buildings and operations in a manner recognised as consistent with good practice.
WASTE	<ul style="list-style-type: none"> To effectively manage our waste in accordance with recognised good practice and legislation.
CONSUMABLES	<ul style="list-style-type: none"> To have regard to environmental considerations in our purchasing strategy and in our use of consumables.
TRAVEL	<ul style="list-style-type: none"> To create the best possible opportunities for people to make effective use of public or shared transport.
TRAINING AND AWARENESS	<ul style="list-style-type: none"> To provide stakeholders, including individuals and others acting on our behalf, with appropriate training and information.

1.3 MANAGEMENT OF CONTRACTORS

Responsibilities

The Health and Safety at Work etc. Act 1974 requires that contractors and their subcontractors act and undertake their work with due regard to their own safety and that of others.

The Environmental Protection Act 1990 requires that all organisations carry out their work with due regard to the effect that work may have upon the environment.

All contractors and suppliers have a personal responsibility for their own safety and health, for the effects that their actions have on others, and for the environmental impact of their actions.

Contractors and suppliers undertaking work on behalf of AEA group are responsible for ensuring that:

- Their employees are **briefed** and **trained** in their personal responsibilities for safety and the environment, and in our safety and environmental objectives and procedures (where relevant to the work being undertaken on our behalf);
- Employees are competent on the basis of education, training or experience, and that records to demonstrate this are maintained;
- **Resources** are provided to ensure **compliance** with contract and statutory requirements;
- The environmental and safety **risks** associated with work on behalf of AEA group are adequately assessed and properly managed and controlled.

Organisation

A Superintending Officer from AEA group will be appointed to supervise each contract. The Superintending Officer is responsible for:

- Acting as your formal point of contact in AEA group ;
- Controlling and supervising your contract including ensuring that you comply with our health, safety and environmental standards, where these apply;

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- Arranging any necessary induction training for work on our sites, including those aspects relating to health, safety and the environment;
- Ensuring that your safety and environmental performance is monitored, where relevant.

Equality of Treatment

AEA group expects the employees of its contractors to be treated with respect and to have equality of opportunity at work, without discrimination on grounds of sexuality, gender, marital status, race, colour, ethnic or national origin, religion, age or disability.

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PROCEDURES AND SITE RULES FOR WORKING ON AEA GROUP SITES

2.1 ARRIVAL AT THE SITE

On first arriving at the site, you will have visited reception, been given a pass and instructed to meet your Superintending Officer.

2.2 PASSES

On AEA group's main sites, you must wear your pass in a visible position at all times.

If you are issued with a temporary or one day pass, you should hand it to the patrol force or receptionist each time you leave the site and collect it again when you re-enter the site or from reception at the start of each working day.

If you are issued with a permanent pass, you should check that it is visible whenever you enter the site and present it for inspection if required.

Lost passes should be reported immediately to your Superintending Officer.

2.3 INDUCTION TRAINING

If you will be working on the Harwell site, you may be required to attend the site Safety Induction course. Harwell site induction training lasts approximately two hours and is held every Monday morning.

Attendance is not required if you are visiting on an occasional basis.

2.4 QUALIFICATIONS & EXPERIENCE

AEA group requires that certain tasks are undertaken by people with specifically recognised qualifications. Where these conditions apply only suitably qualified people are permitted to carry out this work. Your employer may be asked to supply proof that you are suitably qualified and experienced.

Examples are:

- Fork-lift truck driving
- Scaffolding erection & dismantling
- Using lifting equipment
- Electrical work.

2.5 NO SMOKING POLICY

AEA group operates a no smoking policy in all of its buildings and all contractors are required to comply with this policy.

2.6 NO ALCOHOL POLICY

No employee of a contractor should arrive for work under the influence of alcohol or consume alcohol while carrying out work for AEA group. You are also discouraged from consuming alcohol during lunch breaks taken away from the site. Any contractor suspected of being under the influence of alcohol will be asked to leave the site.

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2.7 DRUGS

No employee of a contractor should arrive for work under the influence of drugs or take drugs while carrying out work for AEA group. AEA group may organise random drug tests (analysis of urine samples) of contractors as part of its drugs testing policy.

2.8 EMERGENCY ARRANGEMENTS

Every contractor working on an AEA group site is responsible for knowing what to do in an emergency. The contract Superintending Officer will provide details of local arrangements. A summary is provided at the end of this booklet.

For fire safety, you are expected to know the location of:

- Your nearest fire alarm
- Your nearest escape route
- The fire assembly point
- Your nearest fire extinguisher.

You must ensure that easy access to fire extinguishers is maintained at all times and that they do not become blocked in or moved to another location. All gangways and emergency exits must be kept clear at all times. Remember that items should not be stored behind exit doors thus preventing them from opening during an emergency. **Fire doors must not be propped or wedged open.**

Emergency arrangements at Harwell

A Site Emergency on the UKAEA Harwell licensed site will be signalled by sounding of the emergency klaxon. The klaxon (foghorn) is an interrupted note lasting 1-½ minutes. When you hear this you should remain in your building and close all windows. If you are outside, seek access to the nearest building, report to the local residents and remain in the building. Information and instructions will be disseminated by email and by messages cascaded by managers.

The All Clear is a continuous note on the klaxon lasting for 2 minutes.

The klaxons at Harwell are tested on the first Tuesday of the month at 10.00. No action is necessary during the test.

You can hear a recording of the Harwell site klaxon by dialling 01235 43 5320.

Working on Licensed Sites

Under the Nuclear Installations Act, UKAEA as the licensee at Harwell has overall responsibility for safety on its licensed sites. As a tenant of UKAEA, AEA group and you as our contractor may therefore be subject to additional controls by the licensee. Your Superintending Officer will tell you about any additional controls.

During your stay on a licensed site, you may be required to participate in site emergency exercises. This may require you to stop work and go to the place of safety specified by your Superintending Officer. Failure to comply with the requirements of the Site Emergency exercise could lead to the termination of your contract.

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2.9 FIRST AID

In the event of a major injury or serious illness, telephone the emergency services for assistance - see the telephone number on the back page of this booklet. There is no charge for emergency first aid support.

Your company must comply with the Health and Safety (First Aid) Regulations, 1981. You should know where to find your first aid boxes and who in your team is a qualified first aider.

Don't forget that **all** injuries should be reported to your Superintending Officer.

2.10 RISK ASSESSMENT

There is a legal requirement to carry out safety and environmental risk assessments for all work related activities. Contractors should ensure that:

- They are aware of the generic or specific risk assessment for their activities and are complying with the identified controls to reduce the risk;
- Where generic or specific assessments do not already exist, they carry out their own risk assessment and take appropriate action to reduce the potential for harm to a minimum.

2.11 ROAD SAFETY

You will be expected to observe the conditions of the Road Traffic Act and any site specific rules at all times.

In particular, you should:

- Observe the site general speed limit and any specific speed limits
- Only park in recognised parking areas
- Never park on double yellow lines, on pavements or on grassed areas
- Not travel with insecure loads
- Not carry passengers on inappropriate vehicles (forklift trucks, cranes, excavators or trailers).

Failure to comply with site road traffic regulations could lead to the termination of your contract.

2.12 INCIDENT REPORTING

Your employer will have in place a system for reporting your accidents and injuries to meet their legal obligations. In addition, when working for AEA group, you are required to tell your Superintending Officer about every:

- Injury
- Damage to property
- Fire
- False alarm
- Equipment failure
- Failure to comply with procedures

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- Spill or release of hazardous material (gas, liquid or solid), including release of hazardous substances to the environment
- Near miss.

AEA group wants information about the things that go wrong during your contract so that we can establish the cause and then work with you to prevent them happening again.

Following serious events the site of the incident must not be disturbed in any way until an incident investigation has been completed.

2.13 DISPLAY SCREEN EQUIPMENT

All contractors who work with display screen equipment including computers in excess of one hour per day may be identified as a “user” under the Display Screen Regulations. This includes temporary employees who work in an AEA group office. This means that a risk assessment must be undertaken to ensure that the equipment and workstation does not present an unacceptable risk of harm to the user.

2.14 USE OF SITE SERVICES

You must either obtain permission from or agree the arrangements with your Superintending Officer before using any of the following on site services:

- Electricity
- Natural or bottled gas
- Water (mains, cooling, drinking, domestic hot or demineralised)
- Compressed air
- Lifting equipment and lifts
- Kitchens, wash rooms, changing rooms, toilets and rest areas.

You must not enter designated clean areas such as those set aside for the consumption of food and drink while wearing dirty or contaminated clothing.

2.15 TOOLS AND EQUIPMENT

All tools and equipment that you use on contracts for AEA group must be properly maintained and fit for purpose.

Pressurised equipment (air compressors and gas cylinders) and lifting equipment must be tested and carry a valid test certificate and record of maintenance.

All electrical equipment must meet all relevant standards and be accompanied by evidence of regular maintenance, inspection and testing.

All portable electrical equipment should operate from a 110 volt, single phase, centre point earthed supply. In exceptional circumstances, higher voltage equipment may be used, but only with the prior agreement of your Superintending Officer.

Portable hand lamps for use in confined or damp locations should be 25 volt operating from a Safety Extra Low Voltage Supply.

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2.16 TIDY WORKING PRACTICES

Poor housekeeping increases the risk of slips, trips and falls, may prejudice fire safety and evacuation arrangements, and leads to an inefficient and unprofessional working environment. Everyone working on our sites is required to keep their work area clean and tidy, and clear of any unnecessary materials or equipment. At the end of each working day the work area must be cleared and materials, including waste, must be stored safely.

2.17 WORK AT HEIGHT

You must organise work in such a way that risks from work at height are managed:

- Avoid work at height where it is reasonably practical to do so;
- Use work equipment or other measures to prevent falls where you cannot avoid working at height;
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Undertake a risk assessment for work at height and make sure all work at height is planned, organised and carried out by competent people.

Roof Access

Access to any roof, for any purpose, requires approval from your Superintending Officer and may require additional approval (e.g. from the Building Safety Co-ordinator). You must obtain a suitable permit before going on to any roof.

Crawling boards should always be used on fragile roofs.

Suitable protection should be erected around roof edges and fragile areas such as skylights where there is a risk of falling or of dropping items.

Where appropriate, safety harnesses should be worn.

If you have never worked at heights before, you must obtain appropriate training before starting the work.

Scaffolding and Ladders

Scaffolding must only be erected, maintained and dismantled by contractors who are suitably qualified.

Scaffolding must be independently inspected and suitably marked. Your Superintending Officer will arrange the inspections.

You must not use scaffolding that does not have an up-to-date inspection marking. Ladders should only be used when scaffolding or alternative means of access are not reasonably practicable.

All ladders must be tested and carry identification of testing before being brought to an AEA group site. All ladders should be visually inspected before use.

All ladders must be lashed or footed when in use.

You must never use a ladder for raising and lowering heavy loads.

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2.18 MANUAL HANDLING

Manual handling is one of the main causes of injury at work. All contractors who undertake manual handling tasks should be aware of the risk of injury from incorrect handling and lifting techniques. All tasks should be assessed and managed in accordance with the Manual Handling Operations Regulations 1992.

2.19 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Wherever possible risks should be reduced by avoiding hazardous tasks or by providing engineered protection. Where this is impossible, personal protective equipment (PPE) should be used.

Your company is responsible for providing you with the necessary PPE. You should have arrangements for storing your PPE so that it is available when required. You should ensure that it is maintained so that it is always ready for use and you should wear it whenever necessary.

You should always wear your PPE in areas designated by “mandatory” safety signs, i.e. hard hat or hearing protection areas. Repeated failure to wear PPE could lead to the termination of your contract.

Respiratory Protective Equipment (RPE)

All contractors who are required to use RPE must be trained on the particular type to be used. Your employer must ensure that:

- The RPE provided must meet the European and national standards i.e. CE marking.
- Competent advice must be obtained to ensure that adequate protection is provided to the user in terms of the correct filter canister for the hazard to be encountered and suitable protection factors for the level of hazard and duration of the work.
- Arrangements are in place for inspection and maintenance of RPE.

2.20 EXPOSURE TO NOISE OR VIBRATION

You must notify the Superintending Officer before work starts of any activity that could generate excessive noise or vibration. If necessary, the Superintending Officer will organise a noise survey to assess the effect on other people in the vicinity. You may be required to put in place special arrangements to minimise the noise or vibration from your activities.

Your employer is responsible for assessing the effect of the noise or vibration of your activities or the noise in the area where you are required to work on you. Where necessary, your employer should provide suitable ear or vibration protection. Failure to wear appropriate ear or vibration protection could lead to the termination of your contract.

2.21 LOCAL SAFETY ARRANGEMENTS

Work Areas and Access

Your Superintending Officer will tell you about the areas where you will be required to work and any limitations on access during your stay. They will also inform you of any particular hazards in the areas that you are likely to work in or visit. These could include, in certain areas, chemical or radiological hazards. **Unless it forms a specific part of your contract, you should never enter a radiologically designated area.** If your contract involves entry to a radiologically designated area, you will be provided with information on the safety arrangements for working in such areas.

You should not enter any building or area other than those specified for your work. You should only use those toilet, washing facilities, parking areas and access routes allocated to you.

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If your specified work area requires special access facilities (additional passes) or documentation (Permits to Work), these will be provided to you by your Superintending Officer.

If you have any doubt about entry to any area, seek the advice of your Superintending Officer **before entry**.

Safety Signs

Safety signs are used to provide you with important safety information. All safety signs comply with the Safety Signs Regulations, 1996. These signs come in 4 types:

- Prohibition signs (red circle, white background, diagonal red line) showing things you must not do.
- Warning signs (black triangle, yellow background) indicating hazards
- Mandatory Signs (white on blue circle) showing things you must do
- Safe Condition Signs (White on green rectangle) showing where to go in an emergency.

You should be familiar with, and obey, all safety signs.

2.22 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

If it is necessary to bring substances that may be hazardous to health on to the site or carry out operations using or capable of generating such substances, you must:

- Bring with you a copy of a written risk assessment for those substances as required by the Control of Substances Hazardous to Health Regulations (COSHH), supported where necessary with the relevant Manufacturer's Safety Data Sheets
- Ensure that all such substances are brought on to site in approved containers which are correctly labelled
- Store the substances on the site in a suitable way
- Only use or generate the substances in accordance with the method of control set out in the COSHH assessment.

Failure to provide a COSHH assessment or to comply with its requirements could lead to the termination of your contract.

2.23 FLAMMABLE MATERIALS

Quantities of flammable materials stored or used within buildings must be minimised. All flammable liquids must be stored in flameproof and bunded containers. Quantities stored within buildings must be minimised. Emergency procedures must be in place to cover fire and accidental spillage.

2.24 ENVIRONMENTAL HAZARD ASSESSMENT

While on site you should comply with AEA group's local environmental arrangements.

Before you undertake any work for AEA group, you should assess the environmental hazards. You should identify:

- Any process which could generate noise, vibration, heat, fire, smell or dust
- Any process which could result in the spill or release of gas, liquid or solid;

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- Any creation of solid, liquid or gaseous wastes;
- Any other potentially significant environmental impact including the consequences of abnormal conditions.

Your assessment must identify how potentially significant environmental impacts will be managed and controlled.

If you are handling chemicals or substances damaging to the environment (solid or liquid), your risk assessment must include the actions that you would take in the event of a spillage. If necessary, you should have equipment available to contain the spillage.

Any unplanned discharge of any chemical or substance should be immediately reported to the site emergency services (telephone number on the back of this booklet). You should then contact your Superintending Officer.

2.25 WASTE DISPOSAL SYSTEMS

You should arrange with and get the agreement of your Superintending Officer for your route for disposal of wastes. Only approved routes for waste disposal should be used.

Unwanted materials and rubbish must only be removed from the site by an approved contractor and disposed of at an approved waste disposal facility. You must not discharge any chemical or substance into any of the site drainage systems. Solid combustible waste or rubbish must not be burnt.

Any evidence of unapproved waste disposal or unreported discharges could lead to the termination of your contract.

2.26 LONE WORKING

Where you are required to undertake **lone working** your employer must ensure that a suitable and sufficient risk assessment has been carried out. This must address the following points:

- Communications arrangements during lone working
- First aid arrangements
- Access to suitable work equipment consistent with the requirements of lone working
- Suitable training for lone workers
- Emergency response arrangements.

2.27 PERMITS TO WORK

A Permit to Work system is used within AEA group to manage more hazardous work. If the work to be carried out involves one or more of the following then a Permit to Work must be obtained from an authorised issuer (your Superintending Officer will advise on this):

- Work involving a hazard or hazards for which no training has been given.
- Work on buildings, plant or services where significant risks have been identified.
- Work where there is a risk of contact with hidden services, i.e. excavations, or with toxic substances such as asbestos.
- Work in confined spaces, in Radiological Designated Areas or involving roof access.
- Work on electrical services, pressure systems or involving hot work (welding, grinding etc).
- Work repairing and maintaining lifts

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- Excavations deeper than 30 cms.

Your company's own System of Work may be used in some cases and controlled through an overall site permit.

Excavation Work

UKAEA sites contain many buried and unmarked services. Driving any object into the ground anywhere on a site is classified as an excavation and must be controlled.

All excavations and openings in the ground including open manhole covers and duct covers must be adequately guarded by a barrier. **Unless authorised, you should never move or remove a barrier.**

During excavation work:

- The surrounding area must be maintained in a safe and tidy condition
- Loose material must not be left on, or allowed to obstruct, walkways, roadways or working areas
- Adequate shuttering must be used.

Welding, Brazing and the Use of Naked Flames

Unless you have been issued with an appropriate Permit to Work by your Superintending Officer, you must not carry out any of the following hot work activities:

- Welding
- Brazing
- Flame cutting
- Burning off paint
- Asphalt laying on floors or roofs
- Any other process using naked flames.

When carrying out hot work, you must take all necessary precautions against fire. Your arrangements may be inspected by the UKAEA Fire Officer or other competent person. In certain cases, it may be decided that work can only proceed with a competent fire fighter in attendance. In these cases, all hot work must stop if the fire fighter is absent.

2.28 ASBESTOS

A register of possible asbestos material sites within AEA group buildings has been produced. The AEA group Property Manager must be consulted before any work upon the fabric of any building is undertaken.

2.29 LIFTING EQUIPMENT & OPERATIONS

No part of an AEA group building is to be used for lifting purposes unless previously agreed in writing with the AEA group Property Manager. Where AEA group lifting equipment is to be used it should be issued by the appropriate Responsible Officer and only issued to identified competent persons. All equipment used must be within a current inspection regime.

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You may only use lifting equipment on contracts for AEA group that has been inspected and tested in accordance with statutory regulations and has a **current test certificate**. If you fail to produce the necessary certificates, you will not be allowed to bring lifting equipment on to the site.

All lifting equipment must be clearly identified and have the Safe Working Load (SWL) marked clearly on it. The SWL must never be exceeded.

Only suitably trained slingers and riggers may sling or handle loads and only trained drivers may operate fixed cranes, hoists, mobile cranes, fork lift trucks or mobile elevated platforms.

Certificates of competency should always be available for inspections. If you fail to produce the necessary certificates, you will not be allowed to carry out lifting operations.

2.30 CONTRAVENTION OF RULES AND REGULATIONS

Your Superintending Officer has the authority to require your employer to remove you from any contract to work for AEA group if there are reasonable grounds to believe that AEA group procedures or site rules or legislative requirements have been breached. The reasons for your removal from the contract will be given in writing to your employer.

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CONTRACTORS INDUCTION CHECKLIST

NAME: **COMPANY NAME:**

Tick the relevant boxes in the following table when information has been read and procedures are in place to comply, or mark N/A

Topic No.	Essential Safety & Environmental Information	Tick on Completion
1	AEA group Expectations for Contractors and Suppliers	
2	AEA group Safety, Health and Environment Policy	
3	AEA group Safety, Health and Environment Objectives	
4	Management of Contractors	
5	PROCEDURES AND SITE RULES FOR WORKING ON AEA GROUP SITES	
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5.24	Environmental Hazard Assessment	
5.25	Waste Disposal Systems	
5.26	Lone Working	
5.27	Permits to Work	
5.28	Asbestos	
5.29	Lifting Equipment and Operations	
5.30	Contravention of Rules and Regulations	

I confirm that I have received and understand the requirements of “Safety, Health and Environmental Information for Contractors and Suppliers to AEA group ” .

Signed:..... Date:.....

Return to:

CONTRACTOR SAFETY**IN AN EMERGENCY ON AN AEA GROUP SITE**

If you hear the fire alarm:

EVACUATE THE BUILDING IMMEDIATELY, GO TO THE ASSEMBLY POINT

If the site emergency klaxon/announcing system is sounded:

GO TO/REMAIN INSIDE A BUILDING, CLOSE WINDOWS, AWAIT INSTRUCTIONS

In a medical or fire emergency, telephone:

Harwell – B329, B551.11	2222
Harwell – Gemini	9999
Glengarnock	9999
London	9999
Birchwood Park	9999
Cardiff	9999
Nottingham	99999

For a First Aider, follow instructions on local notices.

For any other emergency (environmental spill, bomb threat) telephone the site emergency number:

Harwell – B329, B551.11	2222
Harwell - Gemini, Glengarnock, London, Birchwood Park, Nottingham & Cardiff	9999

Keep Calm – Give a clear message covering the following:

WHERE	Give location of the emergency
WHAT	Say what has happened and what help is required
WHO	Say who you are (and provide a contact telephone number if possible)



CONTRACTOR SAFETY

AEA – SHE Information