



CONTRACTOR & SUPPLIER EXPECTATIONS

AEA Contractors and Suppliers Expectations

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CONTRACTOR & SUPPLIER EXPECTATIONS

1. INTRODUCTION AND SCOPE

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 but expects, 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
- Understand AEA'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.

Contractors working at our sites or on our customers' sites must comply with relevant safety, health and environmental procedures and site rules which will be provided for each contract by the Project Manager.

All contractors and suppliers should comply with our Sustainable Procurement principles, covering environmental issues and the wider procurement principles that provide longer-term value for money (i.e. quality standards coupled with minimizing environmental and social impacts of the products or services provided).

Contractors and suppliers should also note:

- **Code of Ethical Purchasing** – contractors and suppliers are expected to implement an ethical purchasing code or an appropriate purchasing standard such as Ethical Trading Initiative (ETI) Base Code, Social Accountability International's SA 8000, or the Chartered Institute of Purchasing and Supply Ethical Business Practices in Purchasing and Supply
- **Expenditure** – contractors and suppliers should note that AEA consider whole-life costing to inform purchasing decisions and obtain value for money in the award of contract
- **Environment** - suppliers need to consider the environmental footprint of the services they deliver including the environmental impact of the mode of and number of deliveries and the environmental impact of use of the product provided
- **Equality of Treatment** - AEA expects the employees of its contractors/ suppliers 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.

2. AEA GROUP POLICIES

Suppliers and contractors are expected to adhere to the following policies when working on behalf of AEA and any contractor who cannot adhere to these AEA policies should raise this with AEA Procurement at least 10 days before work is due to commence.

- Safety and Health Policy
- Environmental Sustainability Policy
- Sustainable Procurement Policy
- Equal Opportunities Policy

These policies are all available from AEA Procurement.

AEA does not allow alcohol, drugs (except prescription drugs) or smoking in its premises.

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3. SUSTAINABILITY

Sustainable Procurement is a precautionary approach to managing the impacts of products and services. It involves making only necessary purchases, securing value for money and good quality over the lifecycle of procured products and services, while minimising the environmental and social impact of those purchases. AEA expect its contractors and suppliers to actively seek ways to help AEA achieve this position.

All new and existing suppliers and contractors must have completed an [AEA Sustainable Procurement](#) questionnaire before the start of the contract.

Governance – Contractors and suppliers should note that AEA will not enter into contract with contractors or suppliers who pose a significant risk to AEA's corporate performance, reputation or exposure to liability.

4. MANAGEMENT OF CONTRACTORS WORKING ON BEHALF OF AEA

Responsibilities

The Health and Safety at Work 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 are responsible for ensuring that:

- Their employees are **briefed** and **trained** in their personal responsibilities for safety and the environment, and are conversant with the AEA Contractor/ Supplier expectations as detailed in this document
- Employees are **competent** on the basis of education, training or experience, and that records to demonstrate this are maintained and available for inspection by AEA if requested
- Resources are provided to ensure compliance with contract and statutory requirements
- In addition contractors undertaking work for or on behalf of AEA shall ensure:
 - The environmental and safety risks associated with work on behalf of AEA are adequately assessed and properly managed and controlled
 - Work related risk assessments and method statements are provided to AEA in advance of work being started and all reasonable requests for changes/ additions made by AEA shall be incorporated.

Supervision

AEA will ensure that a supervisor for each contract is appointed. The Supervisor will:

- Act as your formal AEA point of contact
- Control and supervise your contract to ensure that, as a minimum, you comply with applicable health, safety and environmental standards
- Arrange any necessary induction training for work on our sites, including those aspects relating to health, safety and the environment
- Ensure that your safety and environmental performance is monitored, where relevant.

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5. PROCEDURES AND SITE RULES FOR WORKING ON AEA GROUP SITES

Arrival at the Site

On first arriving at the site contractors should report to the AEA reception (or Landlord's reception in managed premises) where they will be issued with the appropriate pass and meet their AEA appointed **Supervisor**.

Passes

AEA or landlord issued passes must be worn in visible position at all times (unless by doing so introduces an additional risk to the operator).

Temporary or one day passes should be handed in the receptionist (or gate security if on a licensed site) each time you leave the site and collected again when re-entering the site or from reception at the start of each working day.

Lost passes should be reported immediately to your AEA appointed **Supervisor**.

Qualifications & Experience

Regulations require that certain tasks are undertaken by people with specifically recognised qualifications. Contractors should either provide evidence of operators' relevant training certificates/qualifications in advance or ensure these records are bought along at the start of the contract. If AEA is not satisfied then work cannot proceed until the matter is resolved.

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.

Emergency Arrangements - general

AEA has developed Building Emergency plans for all locations. Contractors working on AEA premises will be issued with the relevant plan by their supervising officer or by procurement on their first contract at that site and must be returned to the issuer at the end of the contract.

On arrival at an AEA site contractors will have the local emergency arrangements explained.

If working on behalf of AEA at non AEA premises contractors will have the local arrangements explained and contractors must also comply with any location specific arrangements. In addition contractors shall ensure that they:-

- Do not block access to fire extinguishers
- Keep all gangways and emergency exits clear at all times
- Do not prevent emergency doors from opening in an emergency
- Do not prop or wedge open fire doors.

Emergency arrangements - on Licensed Sites

If you are expected to work on the Harwell licensed site the site specific arrangements, including response to the site alarms, will be fully explained before work commences. Contractors may be required to attend the licences site landlords' induction training. This will be clarified at contract placement.

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First Aid

Contractors should provide their own first aid equipment. AEA will, in an emergency, provide first aid support through its on site first aiders.

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 comply with the identified controls to reduce the risk
- Where generic or specific assessments do not already exist, contract specific risk assessments must be produced and appropriate action taken to reduce the potential for harm to a minimum
- Work may not start if AEA consider the risk assessment inadequate. Any issues must be resolved prior to work commencing.

Safe Systems of Work / Permit to Work

Safe systems of work should be used to manage more hazardous work. If the work to be carried out involves one or more of the following then AEA require the contractor to raise a safe system of work (e.g. Permit to Work) and obtain AEA Supervisor approval before starting such work:

- 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
- Excavations deeper than 30 cms.

A contractor may use their own company's System of Work provided it demonstrates adequate control. AEA Supervisor approval must still be obtained before work starts.

Asbestos

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

Use of Site Services

Contractors requiring access to site services (see list below) must either obtain permission from or agree the arrangements with the **AEA appointed Supervisor** 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.

Contractors shall not enter designated clean areas (e.g. areas set aside for the consumption of food and drink) while wearing dirty or contaminated clothing.

Safety Signs

Contractors are expected to adhere rigidly to erected safety signs; designations cover:

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- 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.

Any signs erected by the contractor must comply with current regulations.

Tools and Equipment

All tools and equipment used on contracts for AEA must be:

- Properly maintained and fit for purpose
- Tested as appropriate – AEA may request to see a valid test certificate and record of maintenance

Housekeeping and waste

Contractors shall 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.

All waste shall be controlled by the contractor and disposed of in accordance with current legislation.

Lifting Equipment & Operations

Contractors should 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**.

6. INCIDENT REPORTING

All contractors must ensure that following types of incidents are reported to their AEA appointed supervisor:

- Injury
- Damage to property
- Fire
- False alarm
- Equipment failure
- Failure to comply with procedures
- Spill or release of hazardous material (gas, liquid or solid), including release of hazardous substances to the environment
- Near miss.

AEA requires this information to review what did or could have gone wrong, identify the root cause, and take appropriate action, possibly in conjunction 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 or permission of the AEA SHE Advisor is obtained. The only exception to this is if the risk to others is greater by not removing the hazard.

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CONTRACTORS INDUCTION CHECKLIST

NAME:**COMPANY NAME:**

Review and complete the following table to indicate what is relevant and what information has been provided to AEA.

Number	Essential Procurement, Safety & Environmental Information	Is this relevant	Do you comply	Information provided to AEA
1.	AEA Contractors and Suppliers Expectations document read and understood	YES		N/A
2.	Risk assessments – up to date and relevant			
3.	<i>Have you considered the risks to sustainable procurement associated with your contract/ supplies?</i>			
4.	Method statements in place			
5.	Risk assessments and/ or method statements reviewed by AEA before work commenced?			
6.	Sufficient resources available			
7.	Resources provided with relevant training	YES		
8.	Can you provide evidence of changes made to reduce the environmental impact of the delivered service or product?			
9.	How do you ensure that for the service or product delivered to AEA you have considered the whole – life cost			
10.	<i>Do you undertake sustainable procurement awareness training of your work force</i>			
11.	Do you set annual objectives and targets that include sustainable procurement targets?			
12.	How do demonstrate performance against these targets?			
13.				
14.				
15.				

Signed:.....

Date:.....

Return to: