



HEALTH AND SAFETY

SUPPLY CHAIN WORKPLACE RULES

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INDEX

Introduction	
Part 1	
1.1	Definitions
1.2	General
1.3	Entry into Premises or Workplace
1.4	Safe Systems of Work
1.5	Compliance with the Relevant Statutory Provisions
1.6	Compliance with Workplace Safety and Security Requirements
1.7	Fire Precautions
1.8	First Aid Facilities and Recording
1.9	Reporting of Accidents, Incidents, Diseases, Dangerous Occurrences
1.10	Smoking
1.11	Welfare Facilities
1.12	Services and Operating Processes
1.13	Personal Protective Equipment
1.14	Safety and Housekeeping Inspections
Part 2	
2.1	Permits to Work
2.2	Special Health and Safety Hazards
2.3	Electrical Work
2.4	Fencing of Machinery
2.5	Mobile and Static Plant
2.6	Power Tools
2.7	Lifting Operations
2.8	Chains, Lifting Tackle, Ropes, etc.
2.9	Manual Handling
2.10	Working at Height
2.11	Roof Working
2.12	Ladders, Access and Landing Platforms
2.13	Scaffolding
2.14	Hoists
2.15	Excavations
2.16	Explosives/Blasting etc
2.17	Pressure Systems
2.18	Woodworking Machinery
2.19	Grinding
2.20	Welding
2.21	Painting
2.22	Control of Substances Hazardous to Health (COSHH.)
2.23	Waste Disposal
2.24	Noise
2.25	Vibration
2.26	Lighting
2.27	Records and Registers
2.28	Signs and Abstracts
2.29	Safety Training and Instruction

SUPPLY CHAIN WORKPLACE RULES



INTRODUCTION

Pat Munro (Alness) Ltd. demand a high standard of health and safety and compliance with current Health and Safety Legislation from Sub-contractors.

As part of the acceptance of any Sub-contractor for work in workplaces managed by Pat Munro (Alness) Ltd. each sub-contractor will be required to accept the 'Subcontractor Rules' within this Document. Each Sub-contractor is required to complete Section 10 of 'supply Chain Assessment – Sub-Contractors' to confirm their understanding of the rules pertained in this document.

The rules pertained in this document are to assist in attaining a high standard of compliance with Health and Safety Legislation.

This booklet is in two parts: -

Part 1	Applies to ALL Sub-contractors.
Part 2	Sub-contractors must read and adhere to the requirements in the Section(s) of this part, which apply to the type of work they are executing.

Sub-contractors must ensure that these Rules are made known to and understood by all their workers engaged on site.

PART 1

Applies to ALL Sub-Contractors

1.1 DEFINITIONS

'Sub-contractor' – means any person, firm or company, or any employee, servant, agent and/or sub-contractor of or for such persons, firm or company, who or which enters into or upon Pat Munro (Alness) Ltd. sites for the purpose of performing any work or services for Pat Munro (Alness) Ltd.

1.1.1 Pat Munro (Alness) Ltd will be called 'the Company' for the purposes of this document.

1.2 GENERAL

Company management will liaise with the sub-contractor on all matters arising from the works that the sub-contractor will be appointed to carry out on behalf of the company.

1.2.1 At the Tender stage the company will require the sub-contractor to complete the 'Supply Chain Assessment – Sub-contractors' Form. This will enable the sub-contractor to provide evidence to support their approval process.

1.2.2 Sub-contractors may not borrow or use any tools, machinery, plant, equipment, materials etc. belonging to the company without the written permission by the company.

1.2.3 Sub-contractors are advised that a breach of any of the company's Rules could result in the termination of their contract, or/and the work being stopped until the unsafe acts or conditions have been properly addressed.

1.3 ENTRY INTO PREMISES OR WORKPLACE

1.3.1 On initial arrival, Sub-contractors MUST report to the company's representative.

1.3.2 Sub-contractors will undergo Specific Health and Safety Induction. This will be carried out by the Company's representative.

Records of this induction will be retained on site.

1.3.3 Sub-contractor vehicles will be parked in agreed areas by the company's representative. Sub-contractor to reverse park their vehicles in the agreed parking area.

SUPPLY CHAIN WORKPLACE RULES



1.4 SAFE SYSTEMS OF WORK

- 1.4.1 The Sub-contractor must provide health and safety documentation on request by the company. This may include risk assessments, method statements COSHH Assessments.

1.5 COMPLIANCE WITH THE RELEVANT STATUTORY PROVISIONS

- 1.5.1 Sub-contractors must plan, manage and coordinate their own works in relation to health and safety. Sub-contractors must liaise with the company regularly for their appointed works.
- 1.5.2 Sub-contractors to the company shall carry out their work as per industry best practice and legislative requirements.

1.6 COMPLIANCE WITH WORKPLACE SAFETY AND SECURITY REQUIREMENTS

- 1.6.1 Sub-contractors must be familiar with all safety and security requirements applicable to the worksite.
- 1.6.2 Sub-contractors shall ensure that all items of plant, tools and equipment are maintained and inspected and securely stored when not in use.

1.7 FIRE PRECAUTIONS

- 1.7.1 Sub-contractors shall familiarise themselves with the workplace fire precautions. This information can be obtained from company management or information can be displayed on workplace noticeboards.
- 1.7.2 Fire exits must be kept unobstructed and fire exits signs should not be covered.
- 1.7.3 A permit to work system may be introduced for sub-contractors requiring too hot work. This information can be obtained from company management.

1.8 FIRST AID FACILITIES AND RECORDING

- 1.8.1 Sub-contractors have a duty to provide adequate first aid arrangements. The company may also provide first aid arrangements depending on the workplace's provisions.
- 1.8.2 Adequate and suitable first aid provisions must be provided in the workplace. The provisions in terms of boxes, equipment and trained first aiders, etc. must be provided by the Sub-contractor.
- 1.8.3 Sub-contractors must report any incident in the workplace to management.

1.9 REPORTING OF ACCIDENTS, DISEASES, DANGEROUS OCCURRENCES

- 1.9.1 Sub-contractors must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- 1.9.2 All accident, diseases and dangerous occurrences reportable under RIDDOR 2013 must be reported to the company's Management as well as the Health and Safety Executive.
- 1.9.3 Investigations into the above must take place by the sub-contractor and a copy of the report provided to the company.
- 1.9.4 All accidents, near misses, property damage or losses (whether or not reportable under RIDDOR 2013) must be investigated by the Sub-contractor and a copy of the report provided to the company.
- 1.9.5 The company can also carry out their own independent investigation into any accidents, diseases or dangerous occurrences involving a sub-contractor.

SUPPLY CHAIN WORKPLACE RULES



1.10 SMOKING

- 1.10.1 Sub-contractors will be informed by company management of no-smoking areas and location of the smoking shelter in the workplace.

1.10 WELFARE FACILITIES

- 1.11.1 Sub-contractors can utilise welfare provisions supplied by the company. All welfare provisions must be used and kept in good clean condition by the sub-contractor.

1.12 SERVICES AND OPERATING PROCESSES

- 1.12.1 When works carried out by Sub-contractors is likely to affect any operating process, machinery or service, permission must be obtained by company management. A safe system of work will have to be agreed and a permit to work system may be put into operation.

1.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 1.13.1 Sub-contractors must ensure that they provide their employees with suitable PPE for their task when identified as a control measure. Sub-contractors must provide minimum PPE applicable to the workplace and additional PPE provided specific for the task.
- 1.13.2 Sub-contractors must also provide adequate training, information, instruction and supervision to ensure that the equipment provided is worn and looked after properly and maintained in efficient working order.
- 1.13.3 Sub-contractors must ensure compatibility of PPE when wearing more than one type of PPE.
- 1.13.4 PPE must be to an approved standard with storage provisions of PPE must be provided by the sub-contractor.

1.14 SAFETY AND HOUSEKEEPING INSPECTIONS/AUDITS

- 1.14.1 Safety inspections/audits will be carried out at regular intervals by the company for their workplaces. The inspections/audits can provide advice on areas of improvement to sub-contractors.
- 1.14.2 Where unsafe working practices are being carried out by sub-contractors, works may be stopped and actions carried out to improve the standards in the workplace. In extreme situations, the Sub-contractor will be removed from the workplace and the contract terminated.
- 1.14.3 Sub-contractors must ensure high levels of housekeeping when working in the company's workplace.

PART 2

Sub-Contractors must read and adhere to the requirements within this part which apply to the type of work they are executing.

2.1 PERMITS TO WORK

- 2.1.1 A permit to work system may be required for particular activities under control of the company. The sub-contractor must liaise with company's management to ensure that the requirements of the company's permit to work systems are followed.
- 2.1.2 Permits to work activities managed by the company can include but not limited to Permit to Hot Work, Permit to Dig and Permit to Work in a Confined Space.
- 2.1.3 Permit to works must be adhered to at all times particular the validity of the permit to work. No works are to extend beyond the agreed time limits recorded on the permit.
- 2.1.4 Permits to work will be issued on the current form issued by the company.

SUPPLY CHAIN WORKPLACE RULES



2.2 SPECIAL HEALTH AND SAFETY HAZARDS

2.2.1 The company will provide information to the sub-contractor on any known hazards applicable to the sub-contractor's task. The company will provide an induction to the sub-contractor on initial arrival to the workplace.

2.3 ELECTRICAL WORK

2.3.1 Works to fixed electrical systems by the sub-contractor will be carried out under a safe system of work and a permit to works may be issued by the company.

2.3.2 All portable electrical equipment will be examined and tested regularly with records held by the sub-contractor. These records are to be made available to the company on request.

2.3.3 Battery equipment is the preferred choice of work equipment in the workplace. Any portable electrical equipment to be 110 volts. Any 240v electrical equipment must be authorised by the company prior to use by the sub-contractor.

2.4 FENCING OF MACHINERY

2.4.1 Dangerous parts of all machinery must be securely fenced. If it is not possible due to the nature of the work to be done on any one machine, the machine must be fitted with a form of automatic guard, or other device to prevent persons coming into contact with the dangerous part.

2.4.2 It is the sub-contractor's duty to ensure that all their machinery is adequately guarded.

2.4.3 During any inspection or maintenance of the machinery, the machinery must be isolated. A permit to work system issued by the company may be used for the task.

2.5 MOBILE AND STATIC PLANT

2.5.1 Operators of plant should be competent, authorised, trained and experienced. Records of this should be kept so that they can be checked by the company as required.

2.5.2 A safe system of work to be implemented by the sub-contractor and suitable control measures implemented, i.e. use of a banksman, exclusion zones. No person may ride in a bucket or use it as a means of access.

2.5.3 There must be a clear traffic management system in place with the sub-contractor fully accepting the procedures implemented. The sub-contractor will liaise with the company on the traffic management plan.

2.5.4 All plant must be thoroughly examined, inspected and maintained with records held for each plant by the sub-contractor.

2.5.5 All plant will be operated as per manufacture's inspections and industry best practice.

2.6 POWER TOOLS

2.6.1 Sub-contractor to ensure power tools must only be used by competent trained personnel.

2.6.2 A safe system of work to be implemented for using power tools with correct use of PPE. All power tools to be in good condition and appropriate for the task.

2.6.3 Power tools driven by petrol engines must be re-fuelled in well ventilated areas. Petrol should be stored in appropriate containers.

2.6.4 Persons using cartridge operated tools shall be over 18 years of age and fully trained in the use of that tool. All cartridge operated tools are to be serviced on a regular basis and the records made available to the company on request.

2.6.5 Systems of work will be developed to ensure that exposure to noise and vibration is kept as low as possible.

SUPPLY CHAIN WORKPLACE RULES



2.7 LIFTING OPERATIONS

- 2.7.1 All lifting operations will be planned and supervised to ensure a safe system of work is implemented.
- 2.7.2 All canes and lifting accessories will be subject to regular thorough examination by a competent person with records available on request to the company.
- 2.7.3 Nominated persons during a lifting operation (i.e. crane operator, lift supervisor etc.) properly trained and certificated. Copies of to be made available on request to the company.
- 2.7.5 Cranes should be used only on ground that is suitable for the purpose.

2.8 CHAINS, LIFTING TACKLE, ROPES ETC

- 2.8.1 All lifting accessories will be subject to regular thorough examination by a competent person with records available on request to the company.
- 2.8.2 The maximum SWL, which must be marked on each piece of equipment must never be exceeded.
- 2.8.3 Damaged equipment must never be used and removed from service immediately.
- 2.8.4 Only the correct equipment must be used to perform lifting operations.

2.9 MANUAL HANDLING

- 2.9.1 Sub-contractors will ensure that task risk assessments, where appropriate make reference to manual handling and the control measures required to eliminate or reduce manual handling injuries. The sub-contractor will assess the task using TILE (Task, Individual, Load, Environment).
- 2.9.2 Employees must receive suitable and sufficient training on manual handling.

2.10 WORKING AT HEIGHT

- 2.10.1 All working at height will be planned and supervised to ensure a safe system of work is implemented.
- 2.10.2 Sub-contractors will ensure those who need to work at height for the task being carried out must be trained and competent.
- 2.10.3 Fall prevention measures will be provided by the sub-contractor to ensure that the risk of a fall is minimised.
- 2.10.4 Fall prevention measures must only be removed by the sub-contractor is trained and authorised to do so.
- 2.10.5 Where a harness is to be used by the sub-contractor, training must be provided to their employee and the harness and lanyard fixed to the recognised anchor point.

2.11 ROOF WORKING

- 2.11.1 Roof work will be planned and supervised to ensure a safe system of work is implemented. When working on the roof, the sub-contractor must implement fall prevention measures (i.e. guard rail) as primary control measure where appropriate. The use of crawling boards, roof ladders etc may only be accepted if the primary control is not appropriate.
- 2.11.2 If work can be carried out from below the roof, the sub-contractor must utilise this method for carrying out the task.
- 2.11.3 An exclusion zone with warning notices of overhead work must be erected where appropriate.

2.12 LADDERS, ACCESS AND LANDING PLATFORMS

- 2.12.1 All ladders used by contractors shall be in sound condition, placed at the correct angle and firmly secured when in use. Any ladder not in good condition must be removed from the workplace and replaced.

SUPPLY CHAIN WORKPLACE RULES



2.12.2 Ladders must be extended to a distance of 1.05m (5 rungs) above the landing platform.

2.13 SCAFFOLDING

2.13.1 The erection, altering and dismantling of scaffolds shall be carried out by competent personal. All training records shall be made available to the company on request.

2.13.2 Scaffolding must be erected as per specific design and the intended purpose.

2.13.3 Scaffolding must be inspected prior to first use, every 7 days thereafter, after any alterations or after an event that could affect the integrity of the scaffold. Scaffold reports must be made available to the company.

2.13.4 A handover certificate to be issued to the company by the sub-contractor once the scaffold has been erected and ready for first use.

2.13.5 Unless authorised and competent, no person will alter the scaffold.

2.14 HOISTS

2.14.1 All hoists must be properly maintained and form part of a regular thorough examination by a competent person. Records of inspections and examinations must be available to the company.

2.14.2 The maximum SWL must be marked on the hoist and this shall never be exceeded.

2.14.4 If the hoist is damaged, the hoist to be taken out of service and repaired or replaced.

2.14.5 Person shall not travel on hoists or lifts unless they have been designed for the purpose.

2.15 EXCAVATIONS

2.15.1 Excavations will be planned and supervised to ensure a safe system of work is implemented. A permit to work system to be incorporated by the company and supported by the sub-contractor.

2.15.2 Where temporary works are required for the excavation, the sub-contractor to ensure the temporary works are designed and implemented in the workplace.

2.15.3 Ensure the sub-contractor provides adequate access and egress provisions from the excavation.

2.15.4 Sub-contractor to ensure excavations are barriered off or covered.

2.15.5 Spoil removed from excavations shall be kept back from the edge and at a suitable angle of repose.

2.15.6 Services must be located using appropriate equipment. No mechanical digging within 500mm of the service. Exposed Services to be supported.

2.16 EXPLOSIVES / BLASTING

2.16.1 Blasting will be planned and supervised to ensure a safe system of work is implemented. The use of explosives must be strictly controlled and used by the sub-contractor.

2.17 PRESSURE SYSTEMS

2.17.1 Working on pressure systems will be planned and supervised to ensure a safe system of work is implemented.

2.17.1 Permit to work systems may be required when working on pressure systems. personal protective clothing should be available as required.

2.18 WOODWORKING MACHINERY

2.18.1 No person will be allowed to operate woodworking machinery unless they have been authorised and trained.

- 2.18.2 Suitable and sufficient guarding must be fitted to all woodworking machinery. The guards must be correctly adjusted at all times. Guards and other such devices shall not be adjusted while the machine is operation.
- 2.18.3 All woodworking machinery must have an operable emergency stop button in an easy reach of the machinery. The machinery must stop within 10 seconds of activating the stop button.
- 2.18.4 Sub-contractor to ensure good housekeeping including good natural lighting around the machinery and floor areas.
- 2.18.5 Ensure noise levels kept to a minimum with PPE being provided where specified in a risk assessment.
- 2.18.7 Where local exhaust ventilation (LEV) is fitted to the machinery, the sub-contractor must ensure it is fit for purpose and thoroughly examined at least every 14 months. Sub-contractor to make available records to the company.

2.19 GRINDING

- 2.19.1 Portable grinders, angle grinders and disc cutters must not be used without the appropriate guards fitted.
- 2.19.2 Pedestal grinders should be fitted with the correct guards. Rests should be kept in the correct adjustment and wheels dressed as required.
- 2.19.3 Only persons who have been trained, competent and authorised will be allowed to change or fit abrasive wheels. This applies to all types of abrasive wheels.
- 2.19.4 Only the correct grade of abrasive wheel or cutting disc for the job must be used.
- 2.19.9 Persons operating any type of grinder must wear adequate eye protection.

2.20 WELDING

- 2.20.1 Cylinders used for oxy-acetylene welding and burning should be secured. Flash back arrestors must be used. Hoses, gauges, torches etc. must be maintained in good condition.
- 2.20.2 Damaged equipment must be removed from the work environment and repaired or replaced.
- 2.20.3 Any PPE provided must be suitable for the task being carried out.
- 2.20.4 A Hot Work Permit may be issued by the company to the sub-contractor if hot working in the workplace. The permit to work system must be adhered to by the sub-contractor.

2.21 PAINTING

- 2.21.1 Painting works will be planned and supervised to ensure a safe system of work is implemented.
- 2.21.2 Painting should be undertaken in areas that are adequately ventilated.
- 2.21.3 Good housekeeping practices should be adopted at all times.
- 2.21.4 Suitable eye protection should be worn when there is a risk of eye contact with the paint. Respiratory protection must be provided if required.

2.22 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- 2.22.1 Working with substances will be planned and supervised to ensure a safe system of work is implemented. This will usually consist of a COSHH Assessment and Material Safety Data Sheet.
- 2.22.2 Certain substances, such as asbestos and lead, are covered by other regulations. However, these must also be addressed.

SUPPLY CHAIN WORKPLACE RULES



2.22.3 Good hygiene levels to be carried out by the sub-contractor. All welfare facilities made available by the company will be kept in a good clean condition.

2.23 WASTE DISPOSAL

2.23.1 The Sub-contractor will make available a copy of all transfer notes to the company on request.

2.23.2 Waste produced or created by Sub-contractors may not be disposed of in the company's skips etc unless written permission is given by the company.

2.24 NOISE

2.24.1 Sub-contractor to ensure that noise exposure is assessed and control measures implemented to eliminate or reduce noise level.

2.24.2 If any employees are exposed to daily noise exposure level of between 80dB (A) and 85 dB (A), the Sub-contractor must provide, if asked, suitable hearing protection to the employee.

2.24.4 If any employees are exposed to daily noise exposure level of 85dB (A) or over, the sub-contractor must make hearing protection mandatory, reduce noise levels where possible and provide occupational health.

2.24 VIBRATION

2.24.1 Sub-contractor to ensure that vibration exposure is assessed and control measures implemented to eliminate or reduce those levels.

2.24.2 Sub-contractor to ensure that a system is implemented to identify tool vibration exposure levels and trigger times for regular tasks.

2.26 LIGHTING

2.25.1 Sub-contractors will provide adequate task lighting to ensure that work can be done safely.

2.26 RECORDS AND REGISTERS ETC.

2.26.1 All necessary records, registers and reports must be kept and maintained by the Sub-contractor. Access to these records and registers must be available on request where appropriate.

2.27 SIGNS AND ABSTRACTS

2.27.1 Sub-contractor to erect signage within the workplace where specific as a control measure within a risk assessment.

2.28 SAFETY TRAINING AND INSTRUCTION

2.28.1 The company will ensure all sub-contractors are inducted into the workplace on initial arrival.

2.28.2 On request from the company, Sub-contractors will be required to appoint a representative to attend short duration, on site health and safety meetings, which will be held on a regular basis throughout the duration of the contract.