

## Contractors Safety Information

Company Name:

Company Address:

This information applies to all contractors and others under their control, engaged in carrying out work on our premises. The company demands that contractors carry out their work without exposing its staff or members of the public to risks to their health and safety. The contractor must ensure a high standard of safety in all our areas of its control. These conditions form an integral part of the contract agreement:

1. Contractors must comply with our company health and safety rules and in turn health and safety legislation whilst on site.
2. On arrival at our premises, all contractors must complete the details required in the visitors' book and report to the person responsible for the contractor.
3. On the first visit, and when changes in health and safety controls are necessary to maintain a safe environment, our responsible person must be consulted. For example, this will cover areas such as hazards including, but not limited to, asbestos containing materials, restricted access areas, fire precautions, emergency action, first aid facilities, accident reporting, welfare facilities, smoking restrictions, segregation of work activities and any other issues affecting health and safety.
4. Contractors must adhere to the control measures and, where appropriate, method statements submitted to us previously.
5. All accidents must be notified to our responsible person and be recorded in the Accident Book. The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) should be met by the contractor where appropriate.
6. The work area should be left tidy and secure, not only on completion of the work but each time the contractors leave our premises.
7. All contractors must familiarise themselves with our fire and emergency procedures.
8. Fire escape routes and exits must not be obstructed and fire doors must be kept shut.
9. Fire extinguishers must not be obstructed or removed from position.
10. High risk work eg. hot work, demolition, excavation, asbestos removal/contact, work in confined spaces, electrical work and any other specified work must not be started unless a 'permit to work' has been issued by our responsible person.
11. For hot work only, the work area must be checked an hour after completion of the works.
12. If, in the opinion of our responsible person, contractors are working in such a manner as to put themselves, employees, visitors or any other person, or property and equipment at risk, the contractors will be requested to stop work immediately and make the area safe before leaving the premises.
13. Contractors must supply their own access equipment, electrical equipment and hand tools which must be fit for purpose and properly maintained.

Contractors must ensure that this information is communicated to all their employees working at our premises.

This document does not relieve contractors of their statutory and common law duties.

I have read the above conditions and accept them.

Signed.....Position.....

On behalf of.....(insert name of contractor) .....