National Museums Liverpool

**Contractor Documents**

**Permit System**

**Contractor Induction**

Permit System

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# Revision History

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| --- | --- | --- | --- | --- |
| Rev. | Date | Purpose of Issue | Author | Owner |
| 01 | 13/03/2019 | New Document Issued for review | JD | JD |
| 02 | 19/11/19 | Form added | JD/AK | JD |
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# Purpose

The purpose of this guidance is to specify arrangements to be followed in respect of Permits to Work (PTW), Limitation of Access (LOA) and Authority to Work (ATW).

This document should be read in conjunction with Health and Safety Executive guidance available at <http://www.hse.gov.uk/comah/sragtech/techmeaspermit.htm>

# Scope

This guidance applies to all hazardous activities or areas controlled National Museums Liverpool (NML), it is applicable to activities undertaken by both NML and its contractors. All staff managing, controlling or accessing certain types of work or areas that are potentially hazardous must apply this guidance.

# Definitions and Abbreviations

**Permits to Work (PTW)** - A Permit to Work system is a formal written system used to control certain types of work that are high risk. A Permit to Work is a document, which specifies the work to be done and the precautions to be taken. Permits to Work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and provide a clear record that all foreseeable hazards have been considered and controlled.

**Limitation of Access Certificate** –may be used to manage access to work areas or sites where work is not of sufficient high risk to justify the issue of a Permit to Work, but due to the nature of the area, access needs to be controlled. This permit may also be used for contractors working under the control of clients who require access to areas under the control of NML i.e. plant rooms.

**Authority to Work (ATW**) – is necessary for contractors carrying out any works on behalf of NML to ensure the relevant inductions and approval for work has been undertaken. This does not negate the need for Permits to Work where the activity or area requires it.

**Authorising Manager** – An Authorising Manager is a Competent Person who has been nominated by NML to delegate responsibilities to NML employees in regard to Permit to Work systems.

The “Authorising Manager” role is part of the expected role of an Estates Senior Manager hence does not require nomination in writing.

**Responsible Person (RP**) - The Responsible Person is a Competent Person who has been nominated by the “Authorising Manager” to be responsible for the implementation and use of Permit Systems at NML.

**Authorised Person (AP)** - An Authorised Person is an NML Estates Employee who is authorised by the “Responsible Person” to issue, sign and close a specific type of permit to work or certificate.

**Competent Person** - A Competent Person is someone who has:

* Sufficient training, experience or knowledge; and
* Awareness of their own limitations in relation to the above
* Understands where and what help is available.

If there is ANY doubt as to the authority or competency of an individual to issue or receive a Permit to Work or Certificate or Authority to Work, advice should be sought from the relevant Line Manager before any document is issued.

# Permits Systems

# General

This section gives guidance about when to use, and which is the most appropriate solution relating to Permits to Work, Limitations of Access Certificates and Authority to Work. See flow chart for break down of PTW process.

**It should be noted that Permits to Work are reserved for works that require the highest level of management control.**

Where an Authority to Work or Limitation of Access Certificate requires a Permit to Work to be produced due to a higher risk activity identified, the duty lies on the person issuing the Authority to Work to identify the need for a Permit and inform the Responsible or Authorised Person for the Permit to Work to be arranged (Before any works commences)

# Permits to Work

A permit to work is a control procedure, which may be issued for virtually any work activity but is usually reserved for what would be classed as high-risk activities, tasks or processes. The procedure is a formalisation of assessed and implemented controls and limitations, designed to provide a safe system of work. The permit is issued, and closed out on completion of the work, by an Authorised Person or if available the Responsible Person.

# Permits in Use

Within NML there are a number of formalised Permit to Work requirements in operation, examples are:

* **Permits to Work General**

For use in situations of a general nature and for situations not covered by any other permit. Examples of a use are:

* Any work on any roofs within the NML Estate.
* Any work at height that relies on the use of Personal Fall arrest or restraint systems (other than those used within a MEWP);
* Any work over / near open water / deep enclosed water;
* LV electrical works
* Work on systems involving steam HTHW (High Temperature Hot Water), fire systems where it is essential activities are co-ordinated and appropriate isolation is secured.
* Any works presenting significant risks that cannot be adequately controlled by any other means.

**Confined Space Permit**

13. These are used for work in confined spaces, such as vessels, manholes, tanks and sewers, or even small laboratories the atmosphere is, or could become toxic, flammable, or deficient in oxygen. The requirements of the Confined Space Regulations 1997 should be considered when preparing for work of this nature. This is used to ensure the confined space being entered has been made safe through isolation, testing and planning and the contingency plans are documented. It is incumbent upon contractors who will manage Confined spaces and restricted spaces under their controls

**Hot and Cold Work Permits**

* Both of these types of permit are concerned with preventing fires or explosions, e.g. where work has to be carried out in circumstances where there is a risk of fire through use of open flames, hot surfaces, or spark-generating equipment in the presence of flammable liquids / materials, or in a flammable atmosphere.
* A hot work permit allows hot work e.g. welding, flame cutting etc to be carried out, with specified precautions. A cold work permit allows cold work eg use of chisels which could nevertheless produce a spark, or any other form of work which, although ostensibly cold could produce a source of ignition, for example through a discharge of static electricity, chemical reaction.

**Electrical Work Permits**

14. Electrical work permits are for work being undertaken on equipment which would otherwise be hazardous because of access to live electrical parts. Such permits normally cover formal isolation and earthing procedures and allow either electrical work or testing to be performed.

# Issue of the Permit to Work

Most of the work activities undertaken by NML or its Contractors can be covered by the systems currently in use, such as the prior provision of Method Statements and Risk Assessments. However, there may be occasions where specialist works or activities are being undertaken which need a specific permit other than those available. In this event advice should be obtained from the relevant H&S Lead.

Permit to work formats vary for each task covered, but most have common points, which include:

* A unique permit number.
* The job name or number.
* Date and time of issue.
* Duration of the permit to work.
* Identification of the precise work location.
* the process(es) and activity to be carried out.
* Description of the hazard, foreseeable risks.
* The types of tools plant and machinery to be used,
* List of the precautionary measures to be taken, eg personal protective equipment required (if applicable)
* Testing and proving procedures.
* Details of emergency procedures and signals.
* Acknowledgement and confirmation of understanding of the work, the hazard and the precautions, and signed by the Competent Person in charge of the work.
* Cancellation of the permit to work by an Authorised Person or the Responsible Person

# Specific Duties - Authorised Persons (AP) and Responsible Persons (RP)

Only persons appointed by the Authorising Manager (NML Deputy Estates Director) may issue and sign a Permit to Work.

Permits to work will be issued to a person deemed to be competent and in control of the work.

Prior to issuing a Permit to Work the Authorised Person (or Responsible Person) must ensure that:

* All safety checks and service isolations are completed;
* Barriers and safety locks are fitted; and
* Appropriate warning notices are posted.

If there is a change in work rotation or work patterns, the permit must be cancelled by the Authorised Person (or Responsible Person) in consultation with the person in charge of the works.

The Authorised Person (or Responsible Person) must be satisfied that the conditions of the permit are being complied with and that work is being conducted in a safe manner by undertaking regular monitoring of the works.

In the absence of the originating Authorised Person (or Responsible Person), another AP/RP fully appraised of the work, must cancel the permit to work.

#  Specific Duties – Person in Charge of Works

The person in charge / control of the works will be required to accept the permit to show that he/she has read and fully understood it. On behalf of all personnel listed on the permit, this person must agree to work in accordance with its terms and conditions. The person in charge / control of the works will ensure that those working with him/her are made aware of the scope of requirements, and that work is controlled and conducted accordingly.

The person in charge / control of the works will retain a copy of the Permit to Work and any associated documentation with him/her for the duration of the work.

The person in charge / control of the works will remain on site during the currency of the permit.

On completion of work, the person in charge / control of the works will ensure that all persons, equipment, materials, barriers and warning notices are removed from the working area, before signing off clearance of the permit and returning the permit to the Authorised Person (or Responsible Person) who will complete their own checks before closing the Permit.

#  General Rules for the Issue of Permits to Work

Where a specific work activity dictates the necessity for a permit, no work may commence until a Permit to Work has been issued.

A Permit to Work is required for each prescribed activity. However, where a single activity requires the issue of more than one Permit to Work (e.g. hot work in a confined space), it will be appropriate to issue a single permit referencing the appropriate certificates that address all of the risks and necessary controls. A single Authorised Person (or Responsible Person) MUST control ALL Permits issued for an activity.

A Permit to Work must clearly specify the work to be done, all persons assigned to undertake the work, the time for which it is valid, and the necessary precautions.

During the currency of the permit, no person must work at any place or on any plant or equipment not defined within the scope of the permit, unless approved by the Authorised Person (or Responsible Person)

Full account of other activities or tasks taking place in the vicinity must be observed, as these may impact upon the works or its controls. It may be necessary to limit a Permit to Work to a specific time period to accommodate other working arrangements.

Until the Permit to Work is cancelled, it supersedes all other instructions.

Permits shall identify their period of validity.

In order that full control can be exercised, only one permit book should be used at a time.

Permits to Work will be uniquely numbered.

An issuing register for all Permits to Work shall be kept. All permits will be accounted for in the [register](https://app.smartsheet.com/sheets/vVMMQhhRHPFRmxwF6FC56wmqWXhVVRhQwwFWQvQ1?view=grid), including those not issued or destroyed.

Prior to authorisation, no relevant section of any permit is to be left blank or lined through. Any section that does not apply is to be clearly marked N/A (not applicable).

Procedures for the control of keys, tags, blanking plates, fuses, etc, used for isolation or locking off of services, facilities must be agreed and communicated on the Permit to Work.

A new Permit to Work will be required if there are any changes to personnel assigned to the work, or if work is incomplete when the permit expires.

Records of permits and associated documentation should be retained for at least three years.

#  Emergency Situations

In exceptional emergency situations the requirement for a Permit is stayed whilst any work to **MAKE SAFE ONLY** is carried out. This work MUST be done with minimum risk and will generally consist of isolation and / or exclusion provisions.

A dynamic risk assessment must be carried out at site by the person in control of the works.

No remedial or clear up work shall commence without the relevant Permit to Work being in place.

#  Permit to Work Register

Whenever a Permit to Work is issued (Not ATW or LAC), this must be recorded in the [NML Permit to Work Register](https://app.smartsheet.com/sheets/vVMMQhhRHPFRmxwF6FC56wmqWXhVVRhQwwFWQvQ1?view=grid)by the Authorised Person (or Responsible Person) – this also applies to cancelled or un-used permits to ensure the number sequence when using pre-printed pads remains evidenced.

#  Limitation of Access Certificate

Limitation of Access Certificates may be used to manage access to work areas or sites where work is not of sufficient risk to justify the issue of a Permit to Work, but needs to be controlled because of a hazard within the area.

By definition, a Limitation of Access Certificate implies a lower level of management control unless they are also high-risk tasks to be undertaken in the higher risk area – and therefore it is accompanied by a PTW.

As an example, a limitation of access requirement would be for the repair of an emergency light in a plant room (where the repair is low risk, but the area has a number of other hazards)

#  Authority to Work (ATW)

The Authority to Work is a second stage approvals method for contractors working on behalf of NML. Contractors must receive an Authority to Work before any work can commence.

Dependant on the scope and nature of the works the time limits on the ATW will vary. This is at the discretion of the Authorised Person (or Responsible Person).

ALL contractors / suppliers working in or on NML buildings MUST have completed the NML Supply Chain evaluation requirements satisfactorily and provided contract specific documentation before an ATW can be issued. Additionally all contractors working on or in NML buildings must have received a Contractor Induction and completed the [Contractor Induction form](https://app.smartsheet.com/sheets/3Qx5x4fh8FwP5qJh6jPPXXxfFvXjCrJw9V39Qcc1?view=grid)

The Authorised Person (or Responsible Person) must ensure risk assessments and method statements are provided and make a decision whether it is safe to proceed based on their level of knowledge and experience, and on their knowledge of the site. At all times it remains the responsibility of the holder of the Authority to Work to comply with the risk assessments and associated method statements.

When evaluating safety documentation advice may need to be sought from other competent persons within NML.

Any measures necessary to ensure safe working methods must be identified and specified on the documentation. Approved contractors should have identified those measures necessary to control their work in their method statements. These will include:

* The isolation of live electrical systems and discharge of stored energy
* The isolation of any part of any common fire alarm system
* The draining, venting and purging of work equipment
* The isolation and draining of water systems
* The provision of working platforms for work at height
* The competence levels of individuals
* Arrangements for communication
* Emergency arrangements, e.g. fire safety, control of plant, first aid, rescue plans and public emergency services
* The provision of suitable and sufficient ventilation and lighting
* The selection and use of work equipment
* The provision of suitable and sufficient power sources
* The selection and use of suitable personal protective equipment (PPE) and respiratory protective equipment (RPE)
* The storage of materials
* Removal of materials and waste on completion of work
* The provision of barriers, signage and supervision where work is near pedestrian routes.

The Authorised Person (or Responsible Person) must be satisfied that the Authority to Work is being issued to competent employees of the contractor who can provide evidence that they have been trained for the proposed work.

#  Issuing an Authority to Work

The Authorised Person (or Responsible Person) must complete the Authority to Work form in full.

The form details:

* NML hosts name
* Contractor company name
* Location and description of works
* Named individuals who will carry out the work and their relevant competencies (evidenced)
* Dates and times of work commencement and cessation (For frequent access by authorised employees of approved contractors this period will be **limited to 12 months**.

For contractors attending site infrequently, the duration must be limited to the length of the works.

* The Authorised Person (or Responsible Person) must ensure risk assessments and method statements are provided, and only allow the work to proceed if they are satisfied that all steps have been taken to eliminate or control risk.
* The Authorised Person (or Responsible Person) must be satisfied that the Authority to Work is being issued to competent employees of the approved contractors.
* The Authorised Person (or Responsible Person) must only sign the form once they are content that all other parts of the form have been completed accurately.

The second page of the Authority to Work form must be used by the Authorised Person (or Responsible Person) to record the contractors H&S performance during the period the ATW is open for.

#  During the Works

Where possible, the Authorised Person (or Responsible Person), or delegated deputies, must carry out spot checks to ensure that safe working practices are being followed, and in particular any safety measures remain in place, e.g. isolations, barriers, PPE.

The frequency of these checks should be commensurate with the nature and risk of the activity.

Authorised Persons (or Responsible Person) must ensure that employees of approved contractors who breach the terms of an Authority to Work are ordered to stop all work and told to leave the site immediately. Any such breaches must be recorded and logged page 2 of the ATW form.

#  On Completion of the Works

The Authorised Person (or Responsible Person) must ensure that on completion of works:

* The steps required to achieve the pre-work safe condition are only removed and normal safety control measures are only restored once the Authorised Person (or Responsible Person) is fully satisfied that the permitted work has been safely completed.
* A copy of the completed Authority to Work is filed.

#  Authority to Work for regular Contractors undertaking repetitive tasks of a low risk nature.

Where the same contractor is used to undertake regular low risk routine tasks an alternative process can be used. This is similar to the procedure detailed above with the following differences:

* The contractors employee needs only one Authority to Work to cover periodic / adhoc works; and
* The contractor provides generic risk assessments and method statements for the normal work they carry out; and
* The contractor has demonstrated he is able to carry out a site-specific risk assessment before the commence work on site, is instructed to do so and inform the NML Host of any additional hazards which they encounter; and
* Competency of the individual is evidenced and assessed by the Authorised Person (or Responsible Person).

#  Forms used in performing the Standard Procedure

NML Senior Management Team are responsible for ensuring that organisational, role or employee changes have notified the relevant Authorised Author as soon as possible to ensure that document ownership and distribution can be reviewed as appropriate

1. Authority to Work
2. Limitation of Access Certificate
3. Permit to Work
4. Confined Space Certificate
5. High Voltage Permit to Work
6. Hot Work Permit
7. Permit to Work Register



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MRB** | **Permit to Work** | **Area: Roof** | **Date Issued: 7/7/20** | **Permit Number: 0002** |
| **Location of work:Chillers on roof** | **Start time:** | **Finish Time:** |
| Type of permit | General | no | Roof Access  | yes | Electrical | no | Work at height | yes | Hot work | no | Confined Space | no |
| Work to be carried out:Carry out maintenance to chillersApprox time required: 2 hours | Person responsible: Daiken contractors | Risk assessment / method statement details:Received through CBRE |
| **Safety Precautions** | Yes | No | N/A | **PPE** | Yes | No |  | Yes | No |
| To be completed by person responsible for carrying out the work) | (please tick) | Goggles |  |  | Hard hat |  |  |
| 1. Has a risk assessment and method statement been carried out? |  |  |  | Gloves |  |  | Dust mask / RPE |  |  |
| 2. Are all the workforce qualified to carry out the task? |  |  |  | Safety footwear |  |  | Safety harness |  |  |
| 3. Are any emergency arrangements required?  |  |  |  | Hearing protection |  |  | High vis clothing |  |  |
| (specify additional safety precautions required, see guidance for examples) | **Services to be isolated:** |
|  | Yes | No | Specify arrangements |
| Fire alarm / zone |  |  |  |
| Electrics |  |  |  |
| Water |  |  |  |
| Gas |  |  |  |
| Compressed air |  |  |  |
| Steam |  |  |  |
| Others |  |  |  |
| **Chemical Safety:** | Yes | No |
| Has COSHH data been supplied for substances to be used? |  |  |
| Has COSHH precautions been identified and implemented? |  |  |
| Is work being carried out by lone worker, if yes is monitoring required? |  |  |
| Issuing Authority: I authorise the work to be carried out and have notified the relevant personnel. |  | Hand back:I certify that the work has been completed / partially\* completed and left in a safe condition (\*delete as appropriate) This permit is now cancelled. **Person performing work to complete.** |  |
| Person performing work: I have read and understood the conditions of this permit. |  | Hand back: I certify that the work has been completed / partially\* completed all guards and safety devices reinstated and the area is safe. (\*delete as appropriate) **Issuing authority to complete.** |  |

NATIONAL MUSEUMS LIVERPOOL CONTRACTOR INDUCTION CHECKLIST

|  |  |
| --- | --- |
| **NML Building (s):** |  |
| **Contractors Company Name:** |  |
| **Contractor’s Name:** |  |
| **Brief Description of Work:** |  |
| **Confirm that Contractor is an Approved NML supplier** | The Contractor must be an NML approved supplier (meaning that the full contractor Health and Safety Questionnaire has been completed and assessed as part of the contractor appointment. Where this is not the case then Section 2 must be completed in its entirety and the Head of Safety must be consulted. |
| **Dates on Site**  | From: | To: |

|  |  |
| --- | --- |
| SECTION 1 | **CONTRACTOR INDUCTION** |
| The NML Representative is to ensure that the above-named contractor(s) have been provided with following information and/or instructions |
| Topic | **Comments** | **Briefed (or) Issued** |
| NML Health & Safety Policy |  | Yes ☐ |
| Required conduct/behaviour whilst on NML Sites |  | Yes [ ]  |
| High risks as identified in the Risk Register related to the works to be undertaken |  | Yes [ ]  |
| Other Specific Hazards | Occupied building, Collections & Showcases, Suspended Objects from the ceilings, Asbestos, slips trips and falls. | Yes ☐ |
| Hazardous Substances and Dangerous Goods stored on site  |  | Yes ☐ N/A ☐ |
| Personal Medical Conditions | Please advise the person carrying out this induction if you or other member of your group have a medical condition that may affect you or them at work. | Yes ☐ N/A ☐ |
| Security access arrangements  |  | Yes [ ]  |
| Emergency management | In the event of an emergency, contact any NML staff member. Sound the alarm in case of fire. Use the designated escape routes. Do not use the lifts | Yes [ ]  |
| First aid points | The first aid point is located at: | Yes [ ]  |
| Location of Fire Fighting Equipment | Extinguishers are situated at each exit point. Use only if trained and safe to do so - do not put yourself or others in danger. Do not use for any other purpose. | Yes ☐ |
| Fire Evacuation Muster Point | The assembly point is located at: | Yes ☐ |
| 1. Reporting Accidents/near misses
 | All accidents and incidents (including near misses) or where you, contractors, members of the public or NML staff are unsafe must be reported to the NML Safety Team. 07837356099 or 01514784660 | Yes [ ]   |
| 1. Welfare Arrangements
 | Toilets, Public Canteen |  |
| 1. Personal Protective Equipment
 | PPE Minimum requirements are: | Yes ☐ |
| 1. Smoking
 | Smoking is not permitted anywhere on site | Yes ☐ |
| Current Asbestos Management Plan and Asbestos Register | Contractor to review Asbestos Register prior to commencement of work on site | Yes [ ]  N/A [ ]  |
| 1. Permit to Work - Confined Space Entry
 |  | Yes [ ]  N/A [ ]  |
| 1. Permit to Work - Working at Heights
 |  | Yes ☐ N/A ☐ |
| 1. Permit to Work - Hot (or Cold)
 |  | Yes ☐ N/A ☐ |
| 1. Other Permits to Work:

Work with asbestos containing materials.Areas where radioactive sources are presentWork in lift shafts or pitsWork on live electrical equipment.The use of mobile cranes |  | Yes ☐ N/A ☐ |
| 1. Other (Site specific requirement as identified by NML Representative
 |  | Yes ☐ N/A ☐ |
| 1. Penalty for Breach of Rules
 | Removal from site, possible termination of contract. | Yes ☐ N/A ☐ |
| **SECTION 2** | **INFORMATION TO BE PROVIDED BY THE CONTRACTOR**  |
| Where the Contractor is an NML approved supplier (meaning that the full contractor Health and Safety Questionnaire has been completed and assessed as part of the contractor appointment) then d, e, f and g where applicable must be validated.Where the Supplier is not an NML approved Supplier or 12 months has been passed since then this Section 2 must be completed in its entirety and Head of Safety should be consulted. |
| 1. Licence, certification or competency details
 |  | Yes [ ]  N/A [ ]  |
| 1. A copy of the current contractors Public Liability Insurance Certificate of Currency (**minimum ten million sum insured**)
 | The Contractor must be an NML approved supplier (meaning that the full contractor Health and Safety Questionnaire has been completed and assessed as part of the contractor appointment. Where this is not the case then this item must be completed, and the Head of Safety must be consulted. | Yes [ ]  N/A [ ]  |
| 1. A copy of the current contractors Employee Liability Insurance Certificate of Currency
 |  | Yes [ ]  N/A [ ]  |
| 1. Confirmation of Valid DBS Check
 | Required for Public Venues | Yes [ ]  N/A [ ]  |
| 1. Risk Assessment for work activity and location of work.
 | To be provided in all cases |  |
| 1. Lone Working Arrangements
 | Arrangements for lone workers to be validated as suitable and sufficient. |  |
| 1. Safe Work Method Statements (SWMS)
 | To be provided for higher risk activities | Yes [ ]  N/A [ ]  |
| **SECTION 3** | **ACKNOWLEDGEMENT AND ACCEPTANCE OF RESPONSIBILITIES** |
| I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the Safe Work Method Statement and Risk Assessment (or equivalent). I confirm that I am aware of my responsibilities under the Health and Safety at Work Act 1974 and any other relevant health and safety legislation, and that I will carry out my duties in a safe manner and will not knowingly expose anyone to unacceptable risks. I confirm that I have received and understood the above induction and will abide by all stated requirements of the induction. |
| **Contractor Full Name (Capitals)** | **Contractor Signature** | **Date** |
|  |  |  |
| I have provided the contractor with the relevant site-specific information related to the works to be conducted. |
| **NML Representative Full Name (Capitals)**  | **NML Representative Signature** | **Date** |
|  |  |  |

***NML Representatives completing inductions are to file copies of all completed Contractor Estates Safety Induction Checklists* in the** [**Register of Contractor Inductions**](https://app.smartsheet.com/sheets/3Qx5x4fh8FwP5qJh6jPPXXxfFvXjCrJw9V39Qcc1?view=grid) **The register is also to be updated with the details.**