

## Contractors Health & Safety Induction Booklet

All Contractors who operate on Corby Borough Council Site's must be aware of the sites safety rules.

Please wear the badge you have been issued with at all times whilst on site and return it to reception upon you leaving the site

If you have any accident or incident then it must be reported no matter how trivial via your host

**We hope that your time on site is safe and enjoyable**



The wearing of safety footwear is mandatory within the engineering/ plant areas on this site; if you do not have any of the above can you please notify your host

### **CONTRACTORS**

#### **The Health and Safety at Work Act 1974**

All Contractors must work, observe and comply with the relevant Health, Safety and Environmental Acts regarding their specific tasks.

Contractors are also required to comply with the Corby Borough Council's Health, Safety and Environmental Policy, and are reminded that they are both responsible for their own safety and that of others likely to be affected by the activities being performed/ undertaken.

It is expected that all measures are taken to reduce the risks and subsequent affects of the work being performed.

Work areas where practicable should be isolated/ zoned/ cordoned off, using where practical, permit system, warning notices and hazard tape.

This will need to be approved by the Facilities Manager.



You will be issued a visitor pass, this must be worn **at all times** and be visible to all. The pass is to be returned to the point of issue on departure.

As a contractor you will also be given a contractors access card to enable you to move between areas on this site.



Should you experience an accident, incident or near miss whilst on site you **must** report it immediately to a member of the management team or your point of contact, who will arrange for First Aid treatment as is required.

**All personal injury accidents must be entered into the site accident book, through a registered first aider,** and any necessary paperwork completed.

Head injuries will normally be referred to the hospital as a matter of precaution unless the casualty refuses, in which case they will be required to sign a disclaimer to that effect

**This document MUST be completed and the last page returned to person carrying out induction.  
No admittance to site will be allowed if this is not complied with.**



The site fire alarm is a continuous siren at Deene House and Grosvenor House but is an announced message at The Cube.

Should the fire alarm activate, you are to leave the building by the nearest exit to you, do not stop to collect personal belongings.

- **The Cube** - Proceed to assembly point **James Ashworth Square Opposite the pool** and remain there until directed by Management to move on
- **Deene House** - Proceed to assembly point **Opposite Lloyds TSB** and remain there until directed by Management to move on
- **Grosvenor House** - Proceed to assembly point **Cardigan Place (rear of building)** and remain there until directed by Management to move on.
- **Corby Enterprise Centre** - Proceed to assembly point **Adjacent to Cycle Store and Bin Store (dependent upon work location)** and remain there until directed by Management to move on.

If you discover a fire, please raise the alarm by breaking the glass on the nearest available call point,

**DO NOT** attempt to tackle the fire.

**DO NOT** attempt to collect or re-enter the building until the all clear is given.

**DO NOT** return to your car or attempt to leave the site.

The fire alarm system tests are carried out :

- The Corby Cube - every Wednesday @ 09.00
- Deene House - every Thursday @ 10.30
- Grosvenor House - every Thursday @ 10.50
- Corby Enterprise Centre - every Monday @ 09.30



Corby Borough Council have a strict Permit to Work System in place for all contracted works (Authorisation to Work, Working at Height, Electrical Works, Hot Works, Work in Confined Spaces) these will be issued and approved by the Facilities team,

**Under no circumstances should works take place which are not captured via the Permit To Work System**



**HOT Works are controlled by a Specific Permit System. All Hot works must be approved by the site Facilities team or H & S team. Hot Work Permits are required for any activity which produces a heat source, i.e. welding, grinding, etc**



**This is a no smoking site**

Smoking is only allowed in designated areas on each site; it is strictly prohibited to smoke anywhere else on site, specific information can be provided by your point of contact

**This document MUST be completed and the last page returned to person carrying out induction.  
No admittance to site will be allowed if this is not complied with.**



All COSHH related chemicals which contractors wish to use on site, must be disclosed to the site prior to use with the relevant MSDS and its intended use. **No chemical can be used without permission**



PPE must be worn which is suitable to provide additional protection from the risks, which may be encountered during work on site.

Warning notices are posted in various locations to indicate the PPE required within that working area.



**The Company Environmental Policy** requires that Environmental Services Department assess the local and global impacts of the sites operation, following these assessments certain controls have been put in place which must be adhered to.

Disposal of waste generated will be the responsibility of the contractors unless previously agreed.

Unauthorised disposal in the site's facilities may render the contractor liable for costs to dispose of the waste correctly.

Good housekeeping is required for work in progress and at the completion of a contract.

No waste is to be discharged through the sites drainage systems without prior approval from The Environmental Services Department



### **WORKING AT HEIGHT**

Wherever possible the preferred method of Working At Height is via platform access equipment (an up-to date licence is required and copies must be taken for record purposes).

Examples of work activities that are classified as working at height include:

- Working from a MEWP (Mobile Elevating Work Platform)
- working off builders trestles
- working on a flat roof
- erecting falsework and formwork
- working from a ladder or stepladders
- working at ground level adjacent to an open excavation
- working on formwork within an excavation
- working near or adjacent to fragile materials

When working from an elevated platform ensure that the additional PPE requirements are being met (harnesses correctly attached and helmets) and that the area below is isolated and clear

**This document MUST be completed and the last page returned to person carrying out induction.**

**No admittance to site will be allowed if this is not complied with.**



#### **PORTABLE TOOLS & WORK EQUIPMENT**

All equipment must be in good condition, carry relevant and up to date test labels and will be subject to on the spot inspections.

The site is unable to loan any equipment to contractors for both Health and Safety reasons and insurance purposes.

- Evidence of training will be required prior to engagement of work.
- Any equipment used in connection with a specific task must be suitable for the purpose and conditions in which it is to be used.
- Equipment should not be used for any purpose other than that which it is designed for.
- Portable Appliances will require a test certificate to prove compliance with the EAWA



#### **SECURITY**

Corby Borough Council reserves the right to protect its assets, and as such will carry out periodic and random searches as directed by the Site Manager of personnel/ personal belongings and vehicles.

#### **GENERAL**

- Method statements and risk assessments must be approved and agreed prior to commencement of work
- Ensure that if your work requires the isolation of the intruder or fire alarm system that both security and your Site contact have approved the isolation prior to commencement
- Your work activity specific risks are those identified in your company's method statement and risk assessments and should have been communicated to you by your company

**This page is to be completed by inductee and then retained by the person carrying out the induction for filing**

I the Undersigned have received, read and understood the information given above in the contractor's induction.

I confirm that I have had the points listed above explained to me, and I agree to comply with them and that Site Management reserve the right to remove me for failing to comply.

I also agree that any issue regarding H&S that occurs or I observe shall be brought to the attention of Management immediately.

I further understand that failure to comply may also lead me being removed from the sites and my employer being removed from the preferred suppliers list and possible prosecution from the local enforcing authority.

<b>Name of inductee</b>	
<b>Company name</b>	
<b>Individuals contact number</b>	
<b>Acceptance Signature</b>	
<b>Date of Induction</b>	

<b>Contractors Site H&amp;S Induction carried out by (print full name)</b>	
<b>Signature of Induction provider</b>	
<b>Date of Induction</b>	