

# HEALTH & SAFETY NOTICE



HSN-14 ISSUE 03 JANUARY 2002

---

## **SAFE WORKING OF SUB CONTRACTORS**

1. This Health and Safety Notice must be read and understood by all Contractors of Vacman Cleaning Ltd and all employees of Vacman Cleaning who are responsible for employing or Supervising Contractors
- 
2. Vacman is committed to providing a safe and healthy working environment for all contractors. Vacman greatly values the protection of our environment, and it makes every effort to ensure that day-to-day activities at any locations where we work do not cause damage to that environment.
  3. Environmental offences and unsafe work practices can now incur serious financial penalties. By reading and understanding this manual, everyone working on our behalf will be able to play their role in protecting the safety of themselves and others. Vacman considers these issues as important and therefore completion of relevant forms/requirements referred to in this document is a contractual condition for Contractor's and their staff.
  4. This Policy document has been designed to assist Vacman cleaning Ltd in providing a safe working environment for employees, contractors, sub-contractors and their employees. The document contains two sections.

### **Section 1 - Vacman Management Policy & Procedures for Control Of Contractors, Sub-contractors and their Employees**

This first section of the policy document is for information to Vacman staff. The document covers the roles and responsibilities of Vacman employees involved in the process of engaging a contractor as well as providing guidance to the procedures that must be followed to meet the requirements of this policy.

### **Section 2 – Vacman Policy Detailing Responsibilities, Workplace Practices & Procedures for Contractors, Sub-contractors and their Employees**

The second section of the Policy document covers the roles and responsibilities of contractors, sub-contractors and their employees prior to, and during the undertaking of works on behalf of Vacman. This section of the document shall be included in all tender documents and provided to the Contractor prior to commencing any work for or on behalf of Vacman.

**DISCLAIMER:**

Vacman has prepared this document in order to assist Contractors and their staff to work safely on work sites and abide by the company's requirements relating to people, property and the environment.

Whilst every effort has been made to explain the local site rules and legal obligations of Contractors and their employees working at each site the responsibility to understand and observe relevant legislation remains with the Contractor at all times.

***MANAGEMENT POLICY & PROCEDURES  
FOR CONTROL OF***

***CONTRACTORS,  
SUB-CONTRACTORS  
AND THEIR EMPLOYEES***

***Section 1  
Internal Management  
Document***

***Policy Detailing Roles and  
Responsibilities of Vacman Employees***

**HSN -14- Section 1**  
**Internal Management Document**

**CONTENTS**

	<b>PAGE No</b>
<b>INTRODUCTION</b>	<b>14.6</b>
<b>DEFINITIONS</b>	<b>14.6</b>
<b>1.0 OBJECTIVES</b>	<b>14.8</b>
<b>2.0 POLICY STATEMENTS</b>	<b>14.8</b>
<b>3.0 EXCLUSIONS</b>	<b>14.9</b>
<b>4.0 RESPONSIBILITIES</b>	<b>14.9</b>
<b>5.0 LEGISLATIVE REQUIREMENTS</b>	<b>14.10</b>
<b>6.0 VACMAN REQUIREMENTS</b>	<b>14.10</b>
<b>7.0 REPORTING PROCEDURES PRIOR TO COMMENCING WORK</b>	<b>14.12</b>
<b>8.0 REPORTING PROCEDURES ON COMPLETION OF WORK</b>	<b>14.13</b>
<b>9.0 AMENDMENTS</b>	<b>14.13</b>

## INTRODUCTION

This section of the document is for utilisation by Vacman Staff. It details policy and indicates the roles and responsibilities in the process for the control of Contractors, Sub-contractors and their Employees

## DEFINITIONS

- British** refers to the relevant British Standard.
- Building Code:** means the current UK Building Codes including amendments.
- Contractor:** means the person, partnership or corporation bound to execute the work under the contract and shall be responsible for the superintendence of the works so as to ensure the works are carried out in accordance with the contract.
- Electrical Appliance** means a device in which electrical energy is consumed or substantially changed in character by conversion into heat, sound, motion, light or otherwise.
- Electrical Installation** includes all wiring, wiring enclosures, switch gear, control and protective gear, appliances and any other components permanently connected to or associated with the wiring and that is on premises to which electricity is or is intended to be supplied through distribution works and where electricity is supplied from a private generating plant includes that plant.
- Employee:** means (a) a person by whom work is done under a contract of employment ; or  
(b) an apprentice or industrial trainee.
- Employer:** means (a) a person by whom an employee is employed under a contract of employment; and  
(b) in relation to an apprentice, or industrial trainee, the person by whom the apprentice or industrial trainee is employed under an apprenticeship or industrial training agreement.
- Hazard:** means in relation to a person, anything that may result in injury to the person; or harm to the health of a person.
- Plant:** means any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory thereto used in the execution of the work under the contract but not forming part of the works.
- Residual Current Device (RCD)** A device intended to isolate supply to protected circuits, socket-outlets or equipment in the event of a current flow to earth which exceeds a

Pre-determined value.

- Scope of Works*** All the work referred to in the contract documents, all variations thereto instructed, sanctioned or required under the terms of the contract and all minor terms of work inferred therein for the proper execution and completion of the works.
- Sub-Contractor*** The person partnership or corporation bound by the contractor to execute work under the contract.
- Vacman's Representative*** means any person within Vacman Specialist Cleaning nominated to the contractor as the representative of Vacman Specialist Cleaning for Administering the contract works
- Supply Authority*** means (a) in relation to an electrical installation of a consumer, the supply authority supplying electricity in the area within which the electrical installation is situated and to the distribution works of which the electrical installation is or is to be connected; or
- (b) in relation to an electrical installation other than an electrical installation of a consumer, the Director.
- Workplace:*** means a place where employees work or are likely to be in the course of their work.
- Works*** means the whole of the work to be executed in accordance with the contract, including variations arising out of the contract.

## **1.0 OBJECTIVES:**

The objectives of this policy are to ensure a safe and healthy working environment, and to minimise the exposure to risk in any project involving the cleaning or maintenance of buildings, grounds or services infrastructure for Vacman Cleaning Ltd.

## **2.0 POLICY STATEMENTS**

Any person wishing to engage the services of a contractor should read the contents of the policy before commencing the process.

The Company Representative must include section 2 of this policy (Vacman Policy Detailing Responsibilities, Workplace Practices and Procedures for Contractors, Sub-contractors & their Employees) including the associated appendices in the tender documentation and ensure the contractor takes the necessary action before any work is commenced.

Vacman Cleaning Ltd will conduct, at specified intervals, a Contractors Induction Training process to which all Contractors, Sub-contractors and their employees shall attend at least once on an annual basis.

Contractors, Sub-Contractors or their employees who commence work without authorisation may be removed from the Vacman Cleaning Ltd contractor list.

Work on any premises, is not permitted without the appropriate authorisation as dictated by this Policy.

Vacman Cleaning employees and Contractors are required to read and comply with the requirements of this Policy before any contract is agreed.

Vacman Cleaning staff shall not provide instructions on how to undertake work tasks, training, or supervision in the activities for which the Contractor has been engaged.

The contents of this Policy shall not override legislative requirements.

All Vacman workplaces excluding outdoor areas are designated as tobacco “smoke free”

## **3.0 EXCLUSIONS:**

The following activities are not covered by this Policy:

- The maintenance and/or repair of any item or equipment that is not built into the infrastructure

## **4.0 RESPONSIBILITIES**

Vacman has a general duty of care to provide a safe workplace for all its employees, contractors, sub-contractors and their employees.

### **4.1 Responsibility of Vacman (the Employer)**

- 4.1.1 Vacman's duties at the workplace relate only to those matters over which, and the extent to which, Vacman Cleaning Ltd (the employer) has control or can reasonably be expected to have control.
- 4.1.2 Prior to the commencement of any work by a contractor, a Management Representative will be appointed and that person is to ensure the scope of works is clearly defined to the contractor.
- 4.1.3 The Management Representative will be responsible for receiving all project related documentation as may be required under the contract.

### **4.2 Responsibility of the Contractor**

It is the responsibility of the Contractor to undertake and be responsible for the works as outlined in the scope of works and contract documentation.

- 4.2.1.1 After completion of any work, the Contractor shall, before leaving the work site, complete an entry in the site log book detailing the location of the works:
- 4.2.3 All portable electrical appliances used by the contractor on contract premises shall be Residual Current Device (RCD) protected.
- 4.2.4 For all variation work, the Contractor shall submit a Minor Works Notice or a Preliminary and Completion Notice to the Employer.
- 4.2.5 The Contractor shall advise the Management Representative on completion of the work.

## **5.0 LEGISLATIVE REQUIREMENTS**

- 5.1 The Contractor shall comply with all requirements of the Health & Safety at Work etc Act, and any British Standards that would normally apply, Codes of Practice and Guidance Notes laid down and published by the British Institute of Cleaning Science.
- 5.2 It is the Contractor's responsibility to ensure that their employees and any Sub-contractors engaged by them to undertake work on any project comply with the above requirements.
- 5.2 If, during any stage of the contractual works the requirements of 5.1 above are not being adhered to, then the matter is to be raised with the Management Representative who may stop the works until the Contractor has rectified the situation. Should the non-compliance activity continue, the Contract may be terminated and the Contractor may be required to leave the site.

## **6.0 VACMAN REQUIREMENTS**

6.1 Prior to the commencement of any work, the Works Notification Form shall be completed by the Management Representative and distributed to persons nominated on the distribution list.

6.2 Prior to the commencement of any work the Contractor shall:-

- Provide proof of the following insurances to the Management Representative and obtain written acceptance of them prior to carrying out any work on-site:
- Insure the work against loss or damage resulting from any cause until the Contractor ceases to be responsible for the works;
- Effect and maintain for the duration of the Contract a public liability insurance policy for a limit of indemnity of £5,000,000 any one occurrence;
- Effect and maintain for the duration of the Contract motor vehicle third party liability covering all mechanically propelled vehicles which are registered for road use for a limit of indemnity of £5,000,000 any one occurrence;
- Arrange policies in the joint names of the contractor, principal, the superintendent and all sub-contractors. The policies must contain a full waiver of subrogation in favour of Vacman Cleaning Ltd.
- Provide Employers & Public Liability insurance cover for all persons employed by the Contractor. The insurance shall be maintained for the duration of the contract;
- Ensure all sub-contractors have similarly insured their workers;
- The policy must contain a full waiver of subrogation in favour of the principal and their employees, agents and representatives;
- Provide copies, and obtain acceptance from Vacman Cleaning Ltd, of all the above policies together with evidence of currency for the period of the work provided that such acceptance will not be unreasonably withheld;
- Insurance policies must all contain an agreement from the insurer that they will provide to Vacman Cleaning Ltd, in writing, 30 days notice prior to cancelling and/or amending any of the above mentioned insurances.

The Health & Safety Manager will be involved in the approval of insurance details.

For annual contract type work the contractors must supply and obtain approval of their insurances at the time of the arranged induction seminars and will:

- Complete the induction process for each site where work is to be conducted on multiple sites;
- Confirm with the Management Representative that they are in receipt of all available information regarding the contract works to be undertaken;
- Obtain their Contractors Identification badge.

6.4 Where requested in the contract documents, the Management Representative shall, **prior to practical completion**, receive and approve documentation in manuals, and this documentation shall cover the extent of the contractual works. These manuals shall include but not be limited to the following:

- Details on all equipment and appliances;
- Equipment or plant operational instructions;
- Maintenance literature for all equipment and appliance including spare parts listings;
- Equipment suppliers details; and
- Commissioning figures including all test readings (if applicable) on equipment used on site.

## **7.0 REPORTING PROCEDURES PRIOR TO COMMENCING WORK**

### **7.1 Where Work is Undertaken During Normal Business Hours (8.00 am to 5.00 pm)**

The Site Manager will:

- Ensure that the checklist Appendix 2, has been returned and signed by the contractor;
- Ensure the Contractor completes the Contractor's Register including details of sub-contractors and employees;
- Where necessary, provide the Contractor with a "Contractor Identification Badge(s)" and parking permit(s) for their employees and their sub-contractors for the duration of the contract only; and
- If required, he shall advise the contractor that the Identification Badges are to be worn at all times whilst on site and to sign the register indicating that the Badge has been returned at the end of the contract.
- Ensure that the workplace manager and the area safety and health representative have been informed of the work to be performed.

## 7.2 **Where Work is Undertaken outside Normal Business Hours**

When Contractors advise that they will be undertaking work outside of normal business hours, then the Contractor is to initiate the procedures detailed in section 7.1 above, prior to starting work.

## 7.3 **Emergency & First Aid Procedures**

When the Contractor reports to the Manager he is to:

- Provide the Contractor with a site plan identifying the emergency evacuation assembly areas;
- Inform the Contractor of the closest assembly point to their workplace. NOTE, it is the responsibility of contractor to inform their employees of this information;
- Inform Contractors that they are to follow all instructions regarding emergencies

## **8.0 REPORTING PROCEDURES ON COMPLETION OF WORK**

### **8.1 Contracted Work Fully Completed**

When the contract is complete, the Management Representative will:

- Ensure that the Contractors Identification Badge(s) is returned and that the Contractor has signed the register;
- Confirm with the Contractor that they have removed from site all tools, equipment and surplus materials and that the site has been left in a clean and tidy condition;
- Notify the Client that the work is complete and the Contractor has left the site; and
- Ensure that the Health & Safety representative has been informed that the work is complete and the Contractor has left the site.

### **8.2 Contracted Work Is Not Fully Completed**

Where the Contractor, Sub-Contractor, or their employee(s) advise the Management Representative that the contract work is not complete and they are leaving the premises, then the Management Representative is to:

- Maintain a record in the Contractors Register indicating the name of the Contractor and the day and time of leaving the site; and
- Ensure that the Contractor has left the work site in a safe manner by erecting signs/ barriers etc to prevent the injury or harm occurring to other persons in the area.

## **9.0 AMENDMENTS**

9.1 Amendments to this Policy and Procedures may be initiated by

- The Management Representative
- The Managing Director or his nominated Representative.

9.2.1 Amendments will be referred to the University's Occupational Safety & Health Policy Committee and re-distributed as appropriate.

9.3 A general review process will be initiated on a three-year basis.

### **For further information contact:**

Neil Montgomery

**Telephone** 0800 613111

**Mobile** 07710 763736

**E-mail** info@vacman.co.uk

### **Reference**

**Policy Code:** **File Number:** HSN -14

**Originator:** Neil Montgomery

<b>Date Approved:</b>	June 2002
<b>Revision Date:</b>	Revision No 1 2 May 2003
<b>Amendments:</b>	1) Legislative changes. 2) Policy divided into two parts. 3) Contractors Register added. 4) Hot work Permit added.
<b>Related Policies &amp; Documents:</b>	Health & Safety Policy Portable Appliance Testing Policy First Aid

## **HSN -14 Section 2**

# **Workplace Practices & Procedures for Contractors, Sub-Contractors and their Employees**

<b>CONTENTS</b>	<b>PAGE No</b>
<b>INTRODUCTION</b>	<b>14.19</b>
<b>DEFINITIONS</b>	<b>14.20</b>
<b>1.0 POLICY STATEMENT</b>	<b>14.20</b>
<b>2.0 RESPONSIBILITIES OF THE CONTRACTOR</b>	<b>14.21</b>
<b>3.0 LEGISLATIVE REQUIREMENTS</b>	<b>14.22</b>
<b>4.0 VACMAN'S REQUIREMENTS</b>	<b>14.22</b>
<b>5.0 REPORTING PROCEDURES PRIOR TO COMMENCING WORK</b>	<b>14.23</b>
<b>6.0 REPORTING PROCEDURES ON COMPLETION OF WORK</b>	<b>14.24</b>
<b>7.0 EMERGENCY &amp; FIRST AID PROCEDURES</b>	<b>14.25</b>
<b>8.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH</b>	<b>14.26</b>
<b>9.0 INDEMNITY &amp; INSURANCE REQUIREMENTS</b>	<b>14.27</b>
<b>10.0 ATTACHMENTS</b>	<b>14.28</b>
<b>APPENDICES</b>	
	<b>Appendix No 1 Cleaning Works Notification Form</b>
	<b>Appendix No 2 Contractors Induction Checklist</b>
	<b>Appendix No 3 Policy Smoking in the Workplace</b>

## HSN -14 - SECTION 2

### WORKPLACE PRACTICES & PROCEDURES FOR CONTRACTORS, SUB-CONTRACTORS & THEIR EMPLOYEES

#### INTRODUCTION

This Policy document has been designed to assist Contractors of Vacman to provide a safe working environment for client employees, contractors, sub-contractors and their employees.

This section of the document covers the roles and responsibilities of contractors, sub-contractors and their employees prior to, and during the undertaking of works on behalf of Vacman cleaning Ltd.

This section of the document shall be included in all tender documents and provided to the Contractor prior to commencing any work for Vacman Cleaning Ltd.

#### DEFINITIONS

**Contractor:** means the person, partnership or corporation bound to execute the work under the contract and shall be responsible for the superintendence of the works so as to ensure the works are carried out in accordance with the contract.

**Electrical Appliance** means a device in which electrical energy is consumed or substantially changed in character by conversion into heat, sound, motion, light or otherwise.

**Electrical Installation** includes all wiring, wiring enclosures, switch gear, control and protective gear, appliances and any other components permanently connected to or associated with the wiring and that is on premises to which electricity is or is intended to be supplied through distribution works and where electricity is supplied from a private generating plant includes that plant.

**Employee:** means (a) a person by whom work is done under a contract of employment; or  
(b) an apprentice or industrial trainee.

**Employer:** means (a) a person by whom an employee is employed under a contract of employment; and  
(b) in relation to an apprentice, or industrial trainee, the person by whom the apprentice or industrial trainee is employed under an apprenticeship or industrial training agreement.

<b><i>Hazard:</i></b>	means in relation to a person, anything that may result in injury to the person; or harm to the health of a person.
<b><i>Plant:</i></b>	means any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory used in the execution of the work under the contract but not forming part of the works.
<b><i>Residual Current Device (RCD)</i></b>	a device intended to isolate supply to protected circuits, socket-outlets or equipment in the event of a current flow to earth which exceeds a predetermined value.
<b><i>Scope of Works</i></b>	means all the work referred to in the contract documents, all variations and instructions, sanctioned or required under the terms of the contract and all minor terms of work inferred therein for the proper execution and completion of the works.
<b><i>Sub-Contractor</i></b>	means the person partnership or corporation bound by the contractor to execute work under the contract.
<b><i>Management Representative</i></b>	Any person within Vacman cleaning Ltd nominated to the contractor as the representative of the company for the purposes of administering the contract.
<b><i>Workplace:</i></b>	means a place where employees work or are likely to be in the course of their work.
<b><i>Works</i></b>	means the whole of the work to be executed in accordance with the contract, including variations arising out of the contract.

## **1.0 POLICY STATEMENTS**

- 1.1 The Contractor is required to read and agree to the conditions of this Policy before Vacman Cleaning Ltd agrees to any contract.
- 1.2 Contractors, Sub-Contractors or their employees who commence works without authorisation, or fail to comply at any time with this Policy document, may be removed from the site and any contract entered into may be terminated.
- 1.3 For the purposes of this Policy, sub contractors engaged and selected by the Contractor to conduct work under a contract, will be defined as employees of the Contractor.
- 1.4 If, during any stage of the contractual works it is brought to the attention of Vacman that standards, organisational requirements, or legislative requirements are not being complied with, then the Management Representative for the contract may stop the works without financial or contract time penalty to Vacman until the Contractor has rectified the situation. Should the non-compliance activity continue the Contract may be terminated and the Contractor removed from the preferred contractors list.
- 1.5 Contractors, Sub-contractors or their employees shall not be permitted to undertake works until they have attended Vacman's Contractor Induction.
- 1.6 A Contractor shall not undertake any work that varies from the original contractual arrangement. Approval for variations shall be obtained from the Management Representative.
- 1.7 The contents of this Policy will not override any legislative requirements.
- 1.8 All Vacman internal workplaces are tobacco "smoke free" areas.

## **2.0 RESPONSIBILITIES OF THE CONTRACTOR**

- 2.1 The responsibilities of a contractor at the workplace relate to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site and all matters relevant to the carrying out the works of the contract.
- 2.2 The Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the company procedures outlined in this Policy.
- 2.3 The contractor is to undertake and be responsible for the works as outlined in the scope of works and contract documentation.
- 2.4 After completion of any cleaning work, the Contractors shall, before leaving the work site, complete an entry in the premises site log book detailing:
- The location and nature of the works;
  - Contractors name, name of the person carrying out the work.
  - Record the total hours expended
- 2.5 For all extra work, the Contractor shall submit a Minor Works Notice
- 2.6 All portable electrical appliances used by the contractor on site shall be Residual Current Device (RCD) protected.
- 2.7 It is the Contractor's responsibility to ensure that adequate supervision of their employees or sub-Contractors undertaking the work is provided and that all staff is appropriately trained for the tasks which they are required to undertake.
- 2.8 Any damage or modifications to buildings, equipment, or the external environment caused as consequences of the works, not included in the original contract, are to be made good by the Contractor to their original condition.
- 2.9 On completion of any works, the Contractor shall ensure that:
- All tools, equipment, surplus materials, and waste produced while fulfilling the contract have been removed from the site;
  - All chemicals and materials are stored in safe manner.
  - All reporting procedures required under this document are adhered to and completed.
  - The premises are left in a locked and secure manner in accordance with the client instructions

### 3.0 LEGISLATIVE REQUIREMENTS

The Contractor shall comply with all requirements of the Health & Safety at Work etc Act, all relevant British Standards, Codes of Practice and Guidance Notes.

It is the Contractor's responsibility to ensure that their employees and Sub-contractors engaged by them to undertake work on Vacman projects comply fully with all current legislative requirements.

### 4.0 VACMAN REQUIREMENTS

4.1 Prior to the commencement of any work, the Contractors shall:

- Have obtained Management Representative's acceptance of insurance documents Referred to in Clause 9.0;
- Sign and return the Induction Checklist at least once in any calendar year to the Management Representative;
- Complete the induction process for each site where work is to be conducted;
- Confirm with the Management Representative that they are in receipt of all available information regarding the contract works to be undertaken;
- Wear at all times the Contractor Identification Badge issued by Vacman for the duration of the contract; and
- Prior to work commencing on site, obtain information on, and approval from the Management Representative on access routes to the work site for the delivery of materials.

4.2 Where required by Vacman Cleaning Ltd approved documentation shall be submitted by the Contractor, in manuals, **prior to practical completion** and shall cover the extent of the contractual works. These manuals shall include but not be limited to the following:

- Details on all equipment and appliances;
- Equipment or plant operational instructions;
- Maintenance literature for all equipment and appliance including spare parts listings;
- Equipment suppliers details; and
- Commissioning figures, including all test readings (if applicable) on equipment such as Floor Scrubbers, Carpet Extraction Machines, Vacuum cleaners etc.

## **5.0 REPORTING PROCEDURES PRIOR TO COMMENCING WORK**

### **5.1 Where Work is Undertaken During Normal Business Hours (8.00 am to 5.00 pm)**

Prior to the commencing of any work, the Contractor or nominee shall:

- Ensure that no work commences on any property until the reporting procedures in this document are complied with;
- Report to the Management Representative and submit the completed and signed Contractor Induction Checklist;
- Complete the Contractors Register and provide details of sub-contractors and employees engaged by them to assist in undertaking the contracted works;
- Obtain approval of access routes to the work site for the delivery of products and materials.

The Contractor shall provide to the Management Representative details of the proposed works program.

### **5.2 Where Work is Undertaken Outside Normal Business Hours(8.30 am-5.00 pm)**

Contractors who undertake work outside of the normal business hours shall:

- Contact the Management Representative during normal working hours prior to the work commencing in order to action the procedures detailed in section 5.1 of this policy. Work is not to commence until all relevant procedures in section 5.1 have been completed;
- Contractors, or their representatives, shall contact the Security Personnel at each site upon arrival and will inform them prior to departing from the works location;
- In the event that an emergency arises on the work site and affects the personnel within the building, Visitors or any other party, then the Contractor must inform Vacman's Management Representative at the earliest possible opportunity.

## **6.0 REPORTING PROCEDURES ON COMPLETION OF WORK**

### **6.1 Contracted Work Fully Completed**

On completion of the contract the Contractor (or nominee) is to report to:

- Advise that any damage to buildings, equipment, services or the environment not included in the original contract have been made good to the original condition;
- Return their Contractor Identification Badges if appropriate;
- Sign and complete the Contractors Register; and
- Advise the Management Representative that the work is fully complete and that they are leaving the site.

### **6.2 Contracted Work Not Fully Completed**

If the Contractor, Sub-Contractor, or their employee(s) need to leave the site prior to the contract works being completed then:

- The Contractor is to notify the Management Representative;
- Ensure that, if appropriate, all necessary signs lights and/or barriers, etc have been erected and are visible to inform employees, or visitors of the hazardous environment.

## **7.0 EMERGENCY & FIRST AID PROCEDURES**

- 7.1 It is the responsibility of the Contractor to convey Emergency & First Aid information to their employees and to post the information prominently on the worksite.
- 7.2 The Contractor is to instruct their employees that in the event of an emergency arising, they are to cease the tasks being undertaken, and if practical, make the workplace as safe as possible to prevent the potential of injury or harm occurring to persons evacuating the premises.
- 7.3 The Contractor, Sub-Contractors and their employees are to follow all instructions given by the site/building management. The Contractor is not permitted to return to the work site until cleared to do so by the site/building management.

## **8.0 COSHH**

If the Contractor uses any products subject the Control of Substances Hazardous to Health Act, they shall provide full details of such products to the Management Representative on request. Vacman Cleaning Ltd may require samples of such products for evaluation and the Contractor will supply such samples when requested.

The contractor will be obliged to remove any substance not approved by Vacman.

## **9.0 INDEMNITY AND INSURANCE REQUIREMENTS**

The Contractor and/or sub-Contractor shall ensure that prior to commencing work that they have complied with all indemnity insurance requirements contained in their contract as follows:-

- Insure the work against loss or damage resulting from any cause until the Contractor ceases to be responsible for the works;
- Effect and maintain for the duration of the Contract a public liability insurance policy for a limit of indemnity of £10,000,000 any one occurrence;
- Effect and maintain for the duration of the Contract motor vehicle third party liability covering all mechanically propelled vehicles which are registered for road use for a limit of indemnity of £10,000,000 any one occurrence;
- Arrange policies in the joint names of the contractor, principal, the superintendent and all sub-contractors. The policies must contain a full waiver of subrogation in favour of the principal and the superintendent;
- Insure against Public liability all persons employed by the Contractor. The insurance shall be maintained for a full 12 month period;
- Ensure all sub-contractors have similarly insured their workers;
- The policy must contain a full waiver of subrogation in favour of the principal and their employees, agents and representatives;
- Provide copies, and obtain acceptance from Vacman, of all the above policies together with evidence of currency for the period of the work provided that such acceptance will not be unreasonably withheld;
- Insurance contracts must all contain an agreement from the insurer that they will provide to Vacman, in writing, 30 days notice prior to cancelling and/or amending any of the above mentioned insurances.

## **10.0 ATTACHMENTS**

The Contractor is provided with the following attachments:

- ◆ Contractor's Induction Checklist,
- ◆ Vacman Smoking Policy,

Contractor is to read and inform all their employees and sub-contractors of the information contained in the attachments.

**CONTRACTOR'S INDUCTION CHECK LIST**     **Appendix No 2**

Vacman requires Contractors to instruct their employees in the following Health and Safety procedures, and information on potential hazards, before they commence working in any premises on behalf of Vacman Cleaning Ltd.

Indicate with a tick that all your employees have achieved an adequate understanding of the following policy or procedure to enable them to work safely on the premises.

I, .....  
(Name of Employers/Contractor's Representative)

being an employee of .....  
(Name of Employer/Contractor)

.....  
.....  
(Address)

Declare that I and all staff and sub contractors working on the project under my control have read, understand, and will abide by the Policies and Procedures for Contractors Working at Vacman Cleaning Ltd work sites.

.....  
(Signature)

.....  
(Date)

.....  
Signature of Employers/Contractors Representative)

## WORKS NOTIFICATION

Contractors seeking to undertake works in premises on behalf of Vacman Cleaning Ltd must complete this form and forward to the Cleaning Services Manager and all persons listed on the Distribution Section **before the Contractor can commence work**. This also applies to any Minor Works required.

### LOCATION

INV       LOC       SKL       OTHER  .....

BUILDING NO: .....      ROOM NO: .....

LOCATION: .....

PROJECT NAME: .....

WORK/SERVICES DESCRIPTION: .....

.....  
.....

PROPOSED START DATE: .....      PROPOSED COMPLETION DATE .....

CONTRACTOR'S COMPANY NAME: .....

CONTACT PERSON:.....      TEL: .....

ADDRESS: .....      MOBILE: .....

.....      FAX: .....

### SPECIAL INSTRUCTIONS

Contractor must, prior to carrying out any work, submit a signed induction checklist and obtain an identification badge.

No service terminations to be completed before approval by Management.

.....  
.....  
.....

REQUESTING AUTHORITY: .....

ORIGINATOR'S NAME:.....      TEL: .....

AREA/: .....

SIGNATURE OF AUTH. PERSON: .....

### DISTRIBUTION

CONTRACTOR:.....       CLIENT .....

CLEANING SERVICES MANAGER:.....       MANAGING DIRECTOR:.....

SECURITY: .....       SITE MANAGER: .....

FAC/DIV CONTACT:.....       SITE SUPERVISOR.....

CONSULTANT: .....       AREA SUPERVISOR.....

## **SMOKING IN THE WORKPLACE**

VACMAN is committed to ensuring that its employees are not exposed to environmental tobacco smoke (ETS), which may be a mixture of sidestream smoke, exhaled mainstream smoke and gases that leak from a cigarette during smoking.

The following policy applies to all Vacman worksites as from 1 March 1995 and is enforceable through the company disciplinary procedure.

- Smoking is prohibited in all buildings where Vacman carry out cleaning or maintenance work

The success of this policy relies on the cooperation of both smokers and non-smokers. All employees are requested to assume the responsibility of ensuring that people who are smokers adhere to this policy.

# CONTRACTORS REGISTER

## Administrative Instructions

1. **All** Contractors are to complete the Contractors Register.
2. One badge is required per employee.
3. The start date and finish date represents the duration of the contract.
4. If the Contractor has engaged sub-contractors, the Contractor (or nominee) is to provide the information requested in the register.
5. The Contractor is to sign the register at the time of receiving and returning the Contractors Identification Badge. NOTE, the Contractor Identification badge is to be worn at all times whilst on site.
6. As per the Contractors Policy, the Manager or nominee is to inform the Management Representative that the Contractor engaged to undertake the desired work is on site and ready to commence.
7. On completion of the work, the Area Manager or nominee is to notify the Management Representative that the work is complete and the Contractor has left the building/site.
8. The register is to be kept in an accessible place for periodic viewing by Security or Vacman's representative .

## CONTRACTORS REGISTER

Area/Site: \_\_\_\_\_

Management **R**epresentative: \_\_\_\_\_

**P**osition: \_\_\_\_\_

**P**roject Name: \_\_\_\_\_

**L**ocation of the **W**ork: \_\_\_\_\_

**C**ontractor: \_\_\_\_\_

**N**° of Contractor's **E**mployees: \_\_\_\_\_ **N**° of **B**adges **R**equired: \_\_\_\_\_

**S**ub **C**ontractor(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**N**° of Sub-contractors **E**mployees: \_\_\_\_\_ **N**° of **B**adges **R**equired: \_\_\_\_\_

<b>BADGE N<sup>o</sup>(s)</b>	<b>Contract Start Date</b>	<b>Contract Finish Date</b>	<b>Date Badge Issued</b>	<b>Date Badge Returned</b>

Signature of Contractor:

*At Project Commencement:* ..... *Date:* .....

*At Project Completion:* ..... *Date:* .....

Signature of Sub-contractor:

*At Project Commencement:* ..... *Date:* .....

*At Project Completion:* ..... *Date:* .....

\_\_\_\_\_

\_\_\_\_\_