

Sub contractor details for site at .....  
Date; \_\_\_\_\_

**Appendix 14**

**Sub contractor's details;** This must be filled in prior to any sub contractor commencing work on site.

Brief description of work to be undertaken by sub-contractor;

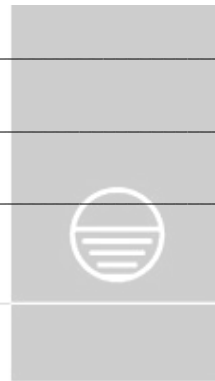
\_\_\_\_\_  
\_\_\_\_\_

Estimated duration; from \_\_\_\_\_ to \_\_\_\_\_

Company Name: \_\_\_\_\_

Address; \_\_\_\_\_

**RISK MANAGEMENT**  
SERVICES LTD



Telephone No; \_\_\_\_\_

Fax No; \_\_\_\_\_

Contact person for this site;

Name; \_\_\_\_\_

Position; \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile; \_\_\_\_\_

Have you had any Reportable Accidents\* in the last three years?  
Have you ever been issued with a Prohibition Notice, subject to Closure Notice or been prosecuted by the H.S.A.  
If the answer is yes to any of the above, please give details on a separate sheet and the steps taken to prevent any reoccurrence.

Yes	No

\* A Reportable Accident is considered to be where an employee was out of work for more than three working days as a result of a workplace injury or workplace related illness.

Documentation / records; you must supply details of the following;

An up to date Safety Statement (enclose copy)  
 SafePass training  
 Manual Handling  
 Relevant CSCS\*  
 Abrasive Wheels  
 First Aid

Yes	No

Do you have EL and PL insurance cover? If so, please enclose copy and fill in the following details;

Insurance Broker: \_\_\_\_\_

Address; \_\_\_\_\_

County; \_\_\_\_\_

Contact & Tel No.; \_\_\_\_\_

Insurer; \_\_\_\_\_

Address; \_\_\_\_\_

County; \_\_\_\_\_

Contact & Tel No.; \_\_\_\_\_

Policy No.; \_\_\_\_\_ Inception Date; \_\_\_\_\_

Sums Insured; EL \_\_\_\_\_ PL \_\_\_\_\_

Policy Excess; \_\_\_\_\_

Height restrictions; \_\_\_\_\_ Depth Restrictions; \_\_\_\_\_

I confirm that the above details as completed in Appendix 14 are true and accurate. I also confirm that, as a sub contractor, I / we am / are competent to carry out the works as described and I / we have adequate knowledge of the Safety, Health & Welfares at Work Act, and the SHWW (Construction) Regulations 2006 to assist in maintaining adequate Health & Safety standards on this site.

Signed; \_\_\_\_\_ Position; \_\_\_\_\_

Witness; \_\_\_\_\_ Date; \_\_\_\_\_

\* CSCS cards are needed for the following; Scaffolding – basic, Scaffolding – advanced, Tower crane operation, Slings/Signalling , Telescopic Handler Operation, Tractor/Dozer Operation, Mobile Crane Operation, Crawler Crane operation, Articulated dumper operation, Site dumper operation, 180° Excavator operation, 360° Excavator operation, Roof and wall cladding/sheeting, Built up roof felting.

# Code of Practice for Subcontractors

## SCOPE

The purpose of this code is to set out the means by which all work by subcontractors is undertaken in a safe manner while on our sites. This code applies to all ..... sites.

All contractors are expected to carry out their work in accordance with the requirements of the Health, Safety and Welfare at Work Act 2005, Construction Regulations 2006, General Application Regulations 2007 and all relevant health and safety legislation particular to their work.

In response to legal requirements and industry best practice, ..... has established an Approved Contractors List. Only contractors from this list will be engaged by the company to operate on any ..... site.

In order to achieve 'Approved Status', subcontractors are required to comply with this code of practice and all it contains. Contractors failing to do so may no longer be employed by the company.

The contractor must sign an acknowledgement of receipt of this code of practice.

## RESPONSIBILITY

It is the ultimate responsibility of the director of each contractor firm to ensure the operation of this procedure is carried out. Each director may delegate such responsibilities to a suitable, competent and experienced employee on site. The director of the contractor firm assumes responsibility for communicating the conditions of this code of practice to his/her employees

## APPLICABLE DOCUMENTS

..... Site Safety Induction Form  
 Contractors Code of Practice  
 Acknowledgement form for Contractors Code of Practice  
 Certification of plant and machinery, (where applicable).  
 Certification of Training for employees:-  
 (a) Safe Pass  
 (b) CSCS Cards – where applicable  
 Subcontractor Safety Statement  
 Proof of Adequate Insurance cover.

## PROCEDURE

Prior to undertaking any work on sites under the control of ....., you are required to provide the following details;

**Safe Pass records** of all employees assigned to site. A photocopy of these cards, clearly showing employees face, name and card expiry date will be sufficient. .... reserves the right to request the actual card for confirmation of details.

**Copy of Safety Statement** with hazard identification and risk assessment section attached. .... may require a Method Statement for any work with particular risks.

**Copy of Insurance** cover outlining Employers and Public Liability cover. This applies to supply and fit contractors.

**CSCS Cards** (photocopied as per Safe Pass) of any employee expected to undertake work on site for which certified training is required. (e.g. Scaffolding, Machine Operator etc) ..... reserves the right to request the actual card for confirmation of details.

**MSD Sheets** (Material Safety Data Sheets) for any substances which you will be bringing to site, which have specific hazards and safety precautions associated with them.

**Acknowledgement Form** for this Code of Practice, signed by director (or someone of suitable responsibility) on behalf of contractor company.

All such documentation must be submitted to the head office of ..... no later than **3 working days prior** to your scheduled arrival on site.

## ON SITE:

Wear all required Personal Protective Equipment and report directly to the site supervisor.

Complete Site Safety Induction Form and return signed copy to site supervisor.

Attend pre-work meeting with site supervisor and any other relevant party. Establish safe work procedure; you must make known to the site supervisor any special requirements in relation to staff or plant that will be required to secure the health and safety of all workers on site.

Ensure all employees of your company observe all Safety Regulations/ Site Safety Rules whilst on site.

Report any situation which you deem to be unsafe immediately to the site supervisor.

..... operates a 'Clean as you Go' site housekeeping policy. All contractors are expected to make all reasonable efforts at the end of each work period to clear their work area of any debris, refuse, loose materials and tools. The company will provide skips, bins and also designate specific areas for the placement of such materials.

..... is committed to maintaining a safe place of work for all site operatives. In order to continuously improve its safety management documentation, the company may change/revise the contents of this code of practice; all contractors will be formally notified of these changes in advance of any such revision. Your comments and observations are always welcome.

Signed: \_\_\_\_\_  
- Director, .....

.....

.....

**Contractors' Code of Practice**  
**Acknowledgement Form**

We the undersigned acknowledge that;

1. We have communicated the ..... Health and Safety requirements to our employees with regards to;
  - Code of Practice for Subcontractors
  - Completion of ..... Safety Induction Procedure
  - ..... Disciplinary Policy
  - Correct use of Personal Protection Equipment
2. We will ensure that all of our employees, whilst working at construction sites under the control of ....., comply with all the relevant statutory provisions and local site rules.
3. We will provide the necessary equipment to our employees to ensure they can carry out the work in a safe and healthy manner.
4. We will ensure we maintain an adequate level of employers and public liability insurance cover as/when we are engaged in work for and on behalf of ..... (where applicable)
5. We accept that our employees may be subject to disciplinary action under the ..... Disciplinary Policy, if found to be in breach of any statutory and/or site specific rules and regulations.

I acknowledge receipt of the ..... Code of Practice for Contractors coming on site.

Company (please insert name here):- \_\_\_\_\_

Address:- \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:- \_\_\_\_\_ Position:- \_\_\_\_\_

**Please return this completed form to:-**

.....

**Note:**

Failure to complete and return this form may result in your company being removed from our approved list of contractors.

**Appendix 15**

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SAFETY INDUCTION FOR ALL SITE PERSONNEL

*The following information is to help reduce the hazards on site.*

- ✱ Personal Protective Equipment (PPE) i.e. Hard Hat, Safety Footwear and High Visibility Vests **MUST** be worn at all times. Anyone on site found not wearing appropriate PPE may be subject to disciplinary procedures.
- ✱ All accidents, incidents and 'near misses' **MUST** be reported to Site Supervisor.
- ✱ The fire alarm will be given by shouting "FIRE". If you hear this, report to site management at the assembly point.
- ✱ First aid facilities, under the control of Site Supervisor, are situated at the site office.
- ✱ Only competent persons may erect, modify or dismantle scaffolding. Proof of training, i.e. CSCS, must be given to Site Supervisor.
- ✱ You must maintain safe access for others in your working area. This means not leaving materials, cables or debris in the area. Surplus materials must be cleared daily.
- ✱ Manholes and openings must be securely covered when left unattended.
- ✱ All gas cylinders must be stored upright in a purpose built enclosure with adequate ventilation. Gas cylinders may not be used on site unless they are secured in a purpose built trolley.
- ✱ All ladders must be tied or footed whilst being in use.
- ✱ Excavations shall be marked with warning tape and those greater than 2m in depth will be protected by guardrails - any excavation more than 1.25 metres must have the sides shored or sloped back to a safe angle.
- ✱ Only trained operators over 18 years of age will operate machinery. Proof of such training will be required. You must not ride on a vehicle unless they are designed to carry passengers.
- ✱ Tools on site must be 110v or less, unless otherwise cleared by Site Supervisor, the exception being welding sets.
- ✱ ..... reserves the right to stop work if it is deemed that work will pose a threat to health and safety of persons on site. In addition all persons on site must comply with any direction given to them by Site Supervisor in relation to health, safety and welfare matters.
- ✱ All personnel have a responsibility for their own safety and the safety of others. You must conduct yourselves accordingly. You must be in possession of a FÁS SafePass card.
- ✱ Any person found to be under the influence of alcohol or non prescription drugs and is deemed to put their safety and the safety of others in danger will be removed from site and disciplinary action taken.
- ✱ Alterations / adaptations must be agreed with Site Supervisor before implementation.
- ✱ Any hazardous material brought onto the site must be accompanied by the material safety data sheet (MSDS) and a copy given to the Project Supervisor.
- ✱ When using hazardous substances, or if you/others are liable to be exposed, you must wear the PPE outlined in the MSDS supplied by manufacturers and warn others likely to be exposed.
- ✱ Visitors must report to the site office. Any enquiry from members of the public must be referred to Site Supervisor. All vehicles shall be stopped at barrier and materials checked ensuring that drivers / visitors have the appropriate PPE and FÁS SafePass card before entering construction areas.

I have read and understood the above site rules and undertake to carry out all construction work in accordance with the 2005 Safety, Health & Welfare at Work Act and the SHWW (Construction) Regulations 2006 and the site rules set out herein.

<u>DATE</u>	NAME	COMPANY
SITE LOCATION: <i>Name of project and site</i>		